



OFFICE OF HUMAN RESOURCES

Job Information	
Job Title: <i>Planning Assistant II- Black & Latino Male Achievement</i>	Last Revised/Approved: <i>May 2017</i>
Job Code:	Reports To: <i>Director I, BLMA</i>
Office: <i>Office of the Superintendent</i>	Department: <i>Black and Latino Male Achievement</i>

Compensation Information	
Pay Grade:	Pay Range:
FLSA Status:	Term of Employment: <i>FT</i>

Position Summary/Purpose:

Supports the Department of Black and Latino Male Achievement (BLMA) by ensuring that all data tracking, reporting and projects for the department are efficiently and effectively managed. Works closely with the Director to ensure department operations are properly accounted through data tracking, report creation and project work. Assesses, suggests and substantiates methods for improving processes and procedures.

Essential Functions/ Core Competencies:

An essential function is a duty or responsibility that is fundamental to the job — a critical, or basic component of that job. An essential function cannot or should not be assigned elsewhere.

Note: An Essential Function must meet the following criteria:

- ✓ *Does the job exist to do this function?*
- ✓ *Would taking this function from the job fundamentally change the job?*
- ✓ *Would there be significant consequences if this function were not performed?*
- ✓ *Can other employees do this function if necessary?*
- ✓ *How much time per week is spent doing this function?*
- ✓ *Do people in similar positions elsewhere do this function?*

- Designs and creates spreadsheets, charts, tables, reports, surveys, etc. to capture work of the BLMA department.
- Maintains Standard Operating Procedures (SOP) manual to ensure all department tasks are reflected and kept up-to-date.
- Recommends methods for improving standard operating procedures. Substantiates recommendations considering costs, risks and benefits of suggested improvement(s).
- Conducts on-going, relevant research on best practices as related to BLMA.
- Uses Microsoft Word or Publisher to maintain existing and create original marketing materials.
- Uses district's content management system to maintain, update and create all Division web pages.
- Schedules and organizes activities such as meetings and training sessions.
- Arranges meeting and facilities and maintains Division calendars.
- Appropriately prioritizes delegated tasks to ensure deadlines are consistently met.
- Looks for cross-training opportunities and takes initiative to keep projects on schedule during unexpected staff absence.
- Maintains excellent working relationships with all MPS departments and staff.
- Actively supports the MPS Strategic Plan.
- Completes other duties as assigned.

Job Requirements:

Education Requirements:

- A bachelor's degree in business, communication, marketing or related area.
- A master's degree is preferred.

Experience Requirements:

- Proficient in Microsoft Office programs (Word, Excel, PPT, Publisher, specifically; Access a plus)
- Experience working with databases, dashboards and customer satisfaction surveys is desired

Knowledge, Skills and Abilities:

- *Effective oral and written communication and presentation skills are required.*
- *Skill at organizing resources and establishing priorities.*
- *Must be self-directed.*
- *Excellent teamwork skills are essential.*
- *Accuracy and clarity are essential.*
- *The ability to develop effective working relationships with diverse individuals at all levels is required.*
- *Must have excellent planning and organizational skills.*
- *A strong working knowledge of computer applications to include MS Office software, Office 365, MPS databases and the MPS website is required.*
- *Must be able to juggle numerous responsibilities with varying deadlines.*
- *The ability to gather data, compile information and prepare reports is required.*

Working Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- Typical office or school environment
- Position may be required to work additional hours, outside of the normal business day as a regular part of the job.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

Equal Opportunity:

It is the policy of the District that persons seeking employment with the District shall not be discriminated against in employment by reason of their age, race, creed, color, religion, handicap or disability, pregnancy, marital or parental status, sex, citizenship, national origin, ancestry, sexual orientation, arrest record, conviction record, military service, membership in the National Guard, state defense or reserves, political affiliation, use or nonuse of lawful products off the employer's premises during nonworking hours, declining to attend a meeting or to participate in any communication about religious matters or political matters, the authorized use of family or medical leave or worker's compensation benefits, genetic information, physical, mental, emotional or learning disability, or any other factor protected by local, state or federal law in all employment practices including terms, conditions and privileges of employment.

Reasonable accommodations shall be made for qualified individuals with a disability, unless such accommodations would impose an undue hardship on the District. Requests for accommodations under the Americans with Disabilities Act or under

the Wisconsin Fair Employment Act must be submitted to the Employee Rights Administration Department in the Office of Human Capital.

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