

POSITION DESCRIPTION
MILWAUKEE PUBLIC SCHOOLS DIVISION OF RECREATION AND COMMUNITY SERVICES

JOB TITLE: Office Resource Assistant	EMPLOYMENT TYPE: Part-Time
PROGRAM AREA: Recreation Facilities	JOB CODE: 8505
STARTING HOURLY RATE:	HOURS: 30
POSITION SUMMARY/PURPOSE: Provides office support to the Milwaukee Public School’s Recreation Department Facilities Manager (Coordinator II). The ideal candidate contributes to a positive team spirit, responds promptly to customer needs and shows a high level of initiative.	

Essential Functions / Core Competencies:

- Delivers exemplary customer service to Recreation Department staff and patrons.
- Communicates clearly and professionally both verbally and in writing.
- Tracks and maintains supply and equipment inventory.
- Answers telephones and provides information to callers, takes messages, or transfers calls to appropriate individuals.
- Assists Manager with bi-weekly payroll for Groundskeepers, Seasonal Laborers and Seasonal Groundskeepers.
- Enters in Recreation Department Facility Work orders into AIM System.
- Prepare and schedule staff daily rosters.
- Develops and generates forms, databases, reports, rosters, and other necessary program documents.
- Maintains filing system for programmatic areas of responsibility.
- Opens, reads, routes, and distributes incoming mail and other material.
- Operates office equipment such as fax machines, copiers, and phone systems.
- Orders and dispenses office supplies.
- Processes and submits invoices for payment.
- Uses a computer for spreadsheet, word processing, database management, and other applications.
- Actively supports the MPS Strategic Plan.
- Other office duties as assigned.

Job Requirements:

Education Requirements:

- Must be at least 18 years of age
- High School Diploma or GED

Experience Requirements:

- Minimum of one (1) year of office experience.

Knowledge, Skills and Abilities:

- Exemplary customer service to the public and District staff are essential.
- Excellent oral and written communication skills.
- Ability to maintain files, assemble reports, and perform multiple office functions.
- Ability to type at least 45 wpm.
- Skilled at organizing and establishing priorities.
- Ability to develop effective working relationships with diverse individuals at all levels.
- A strong working knowledge of computer applications to include MS Office software (Microsoft Word and EXCEL), Office 365 Outlook and OneDrive, Smartsheet and learn to navigate the MPS website is required.
- Ability to become proficient with the operation of the District and Recreation Department software AIM, IFAS, RecTrac and Peoplesoft.
- Ability to operate and troubleshoot office equipment.
- Ability to learn new procedures quickly and efficiently

Working Environment:

- Position functions in a friendly and professional team environment.
- Position requires time in an office setting.
- Position is part-time, 30 hours per week with a ½ hour break.

Equal Opportunity (Standard Language – DO NOT CHANGE)

The Milwaukee Public Schools does not discriminate in its programs, activities, facilities, employment, or educational opportunities on the basis of a person's sex, race, age, religion, color, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or disability. Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

In accordance with Wisconsin Statutes, every applicant for a position with Milwaukee Public Schools will be subject to the open records law. Any applicant not wishing to have his/her identity released, must submit a written statement to that effect to the Office of Human Resources. The identities of all "final candidates" may be released. Milwaukee Public Schools reserves the right to interview the best qualified candidates.