

DRAFT
FIRE TECHNICAL SERVICES MANAGER
Milwaukee Fire Department

THE PURPOSE of this position is to supervise and administer the activities of the Technical Services Section of the Milwaukee Fire Department (MFD), supervise and coordinate all personnel within the Information Systems, Communications, and Research and Development areas and be responsible for future planning and budgeting for the modernization and upgrading of current systems in the rapidly changing environment of urban protective services.

ESSENTIAL FUNCTIONS:

- 25% Study, conduct research, and provide strategic planning necessary to make recommendations to the Chief regarding MFD information technology, communications, and research and development.
- 20% Supervise, administer, and maintain standards of performance and operational readiness of personnel and equipment assigned to the Section and be responsible for the timely submission of all records, reports, and communications.
- 15% Interact with all Bureau and Division Heads regarding information system functions, communications, and research and development as they pertain to each respective area and coordinate with other municipal departments and agencies any activities that relate to the Section.
- 10% Conduct inspections to insure compliance regarding proper maintenance of equipment and records, proper supervision and administration of personnel in accordance with Department regulations, maintenance of discipline, morale and physical well-being of assigned subordinate personnel and to enforce regulations, established disciplinary standards, and safety and accident control programs.
- 10% Schedule, plan, and supervise training programs as they pertain to the Section; observe Section training sessions to ascertain the qualifications of officers and personnel and their ability to perform operations; and schedule and conduct regular staff meetings with Section personnel to assess workload challenges and overall productivity.
- 10% Serve as a liaison on the City of Milwaukee Information Management Committee and chair the MFD Technology Committee.
- 10% Work actively to foster and maintain high morale among Section personnel, foster good public relations with the community and other City agencies, represent the MFD at public and private meetings when directed to do so by the Chief, and appear in court when required.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the American with Disabilities Act (ADA) of 1990.

MINIMUM REQUIREMENTS:

1. Bachelor's Degree in Management information Systems, Computer Science, Business, Accounting or closely related field from an accredited college or university.
2. Five years of senior management experience planning and managing large scale information technology projects and budgets, including managing a staff of professionals in a project-oriented team environment.
3. Valid Driver's license at time of appointment and throughout employment.
4. Residence in the City of Milwaukee within six months of appointment and throughout employment.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- ❖ Thorough knowledge of the operation, use and care of information systems and communication equipment used by the MFD.
- ❖ Knowledge of computer hardware equipment, network functionality and software used by the department.
- ❖ Analytical and problem-solving skills.
- ❖ Strong written and oral communication skills.
- ❖ Good planning, organizational and time management skills.
- ❖ Ability to establish respectful, effective working relationships with a multi-cultural and multi-disciplinary staff.
- ❖ Ability to provide effective management, supervision and leadership.
- ❖ Demonstrated ability to manage projects successfully.

THE CURRENT SALARY RANGE (010) is \$64,805 - \$90,728 with excellent benefits.

THE SELECTION PROCESS will be job related and will consist of one or more of the following: training and experience evaluation, oral examination or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to the oral examination. The oral examination may include a written exercise. Selection process component weights will be determined by further analysis of the job.

The examination will be held as soon as practical after **January 8, 2010**. Receipt of applications may be discontinued at any time after this date without prior notice. However, if a sufficient number of candidates are not available, recruitment will be continued until the needs of the City are met. Qualified applicants will be notified of the date, time and place of the examination. Persons not accepted to an examination or removed from the eligible list may file a written appeal (including the basis upon which the appeal is made), which must be received by the City Service Commission no later than ten calendar days after the rejection notice was mailed.

Applications and further information may be obtained in person or by mail from the City of Milwaukee Department of Employee Relations, Room 706 City Hall, 200 E. Wells Street, Milwaukee, WI 53202, online at www.milwaukee.gov/jobs, or by calling (414)286-3751.