

WISCONSIN ETHICS COMMISSION

CLASSIFICATION TITLE

Office Management Specialist (*Position #300377*)

POSITION SUMMARY

Under the general supervision of the Administrator of the Wisconsin Ethics Commission, this position provides a wide variety of support for Commission operations. This position manages the day-to-day administrative support operations of the Commission's campaign finance, lobbying, and ethics reporting programs; assists the Administrator with budget development and management; provides forms and records management; serves as the Commission's purchasing and printing agent; conducts liaison activities for the Commission on personnel management matters; provides fiscal accounting support; and prepares special reports and analyses for the Administrator.

The position reports the success of the program's policies and procedures to the Administrator and the Commissioners on a regular basis, and directs staff to develop and implement more effective, efficient ways to achieve the program's goals. This position receives and responds to requests for information and requires the judgment necessary to discern what information may or may not be released to the public. Due to the nature of the responsibilities of the Ethics Commission, this position works with and is privy to statutorily confidential information. Therefore, this position requires an increased level of professionalism and the maintenance of confidentiality in order to preserve the public trust in the efforts of the Commission. Wisconsin Ethics Commission staff members are required to be non-partisan, in accordance with [WIS. STAT. § 19.47\(10\)](#).

DUTIES AND REPOSIBILITIES

(35%) A. Operational and Administrative Management of Commission Programs

1. Managing administrative support of the Commission's campaign finance, financial interests, and lobbying reporting programs.
2. Complete any statutory, administrative code, and policy requirements for the Wisconsin Ethics Commission related to assigned duties.
3. At the direction of the Administrator, prepare drafts of reports and analyses of data received and performance metrics met through the Commission's campaign finance, financial interests, and lobbying reporting programs.
4. With the Administrator's guidance, develop policies/procedures for the Commission to enable achieving its duties and goals in an effective and efficient manner.
5. Establish effective relationships with staff and external partners to communicate, problem-solve, and make decisions regarding day-to-day operations.
6. Assist in preparing meeting materials for Commissioners, staff, and the public.

(25%) B. Budget, Financial and Purchasing Activities

1. Assist the Commission and the Administrator with the biennial budget request development and submission.
2. Develop, implement, and monitor the Commission's operating budget based on guidance from the Administrator.
3. Coordinate, monitor, and participate in procurement and purchasing activities.
4. Promptly process payments made to vendors for services rendered, and monitor the available balance on all of the Commission's purchase orders and contracts.
5. Perform procurement card reconciliation.
6. Process travel and expense reports for Commissioners and staff.
7. Process cash and check deposits for program revenues.
8. Perform other financial and accounting activities for the Ethics Commission, as assigned. Examples include, but are not limited to, GAAP reporting, general ledger reconciliation, reconciliation activities, and submitting various financial reports.

(20%) C. Records Management

1. Receive and coordinate responses to public records requests, informal requests for advice or opinions, formal requests for advice or opinions, legislative fiscal estimates, and other periodic requests directed to the Wisconsin Ethics Commission.
2. Manage the Commission's general correspondence, to include postal and carrier mail, facsimile, and program email accounts. Direct correspondence to appropriate staff and ensure all inquiries are answered in a proficient and effectual way.
3. Direct and assist staff in developing, editing, formatting, and preparing for publication statutorily prescribed forms and instructional materials related to the responsibilities of the Commission.
4. Manage the Commission's public website content.

(10%) D. Personnel Management Support

1. Assist in the recruitment of new staff members including the development of position descriptions, screening, interviewing, and selection of candidates.
2. Facilitate all payroll, benefits, and human resources tasks for the Commission.
3. Serve as the liaison between the Commission and the Division of Personnel Management, Department of Administration.

4. Assist the Commission personnel-related policy development and implementation.
5. Assist the Administrator with personnel management tasks, as assigned.

(10%) E. Perform all other duties as assigned by the Administrator

Knowledge, Skills, and Abilities

1. Knowledge of Wisconsin campaign finance, lobbying, and ethics laws, as well as the Wisconsin Ethics Commission organizational structure and program responsibilities.
2. Knowledge of Wisconsin budget and finance statutes, administrative code, and policies.
3. Knowledge of Wisconsin personnel management statutes, administrative code, and policies.
4. Skill in common computer software, including Microsoft Office Suite (Word, Excel, PowerPoint, Access, and Outlook), Adobe Acrobat Pro, and Microsoft SharePoint.
5. Skill in management, leadership, and effective decision making.
6. Skill in oral and written communication, including skill in organizing and presenting information in an accurate and effective manner.
7. Skill in providing excellent customer service, active listening, and conflict resolution.
8. Ability to exercise good judgment, discretion and maintain confidentiality, along with the ability to deal with difficult and sensitive situations in a positive manner.
9. Ability to contribute to creating a positive, inclusive workplace.
10. Ability to create and preserve effective working relationships with Commissioners, staff, various stakeholder groups, and the public.
11. Ability to employ time management skills, and to multi-task to meet customer service needs and operational demands while maintaining high quality service standards, and complete assigned tasks at a high level of detail and accuracy.