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From the Chief Information Officer, Information Management Services Division (IMSD), Department of Administrative Services (DAS), requesting authorization to create one full-time equivalent Administrative Assistant position in IMSD, DAS, effective February 3, 2017, and to process an administrative fund transfer to move funds from the allocated contingency, by recommending adoption of the following:

**A RESOLUTION**

WHEREAS, the Administrative Assistant position will transition a contracted administrative resource role to a permanent full-time position; and

WHEREAS, the Information Management Services Division (IMSD), Department of Administrative Services (DAS), and the Chief Information Officer (CIO) require an individual responsible for administrative tasks and Director-level support; and

WHEREAS, the requested position provides day-to-day support to the CIO, who is on-par with other Director-level positions within Milwaukee County and requires the support of an administrative assistant capable of maintaining confidential information and providing productivity assistance; and

WHEREAS, the Administrative Assistant position responsibilities include office management, scheduling, fiscal support, divisional communications, and general support of IMSD, DAS, management and leadership teams; and

WHEREAS, the incumbent shall minimize demands on the CIO by performing requested administrative tasks, enabling the CIO to devote time to high-level functions; and

WHEREAS, funding for this position was included in the allocated contingency in the 2017 Adopted Budget; and

WHEREAS, the request to approve the classification for this position is being reviewed separately by the Committee on Personnel as part of File No. 17-124; and

WHEREAS, the Committee on Finance and Audit, at its meeting of March 16, 2017, recommended adoption of File No. 17-101 (vote 6-0); now, therefore,

BE IT RESOLVED, the Milwaukee County Board of Supervisors hereby approves the creation of 1.0 full-time equivalent Administrative Assistant position in the Information Management Services Division (IMSD), Department of Administrative Services (DAS); and

45 BE IT FURTHER RESOLVED, DAS is authorized to process an administrative  
46 fund transfer in the amount of the 2017 position cost from the Appropriation for  
47 Contingencies to IMSD, DAS.

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