

COUNTY OF MILWAUKEE
INTEROFFICE COMMUNICATION

Date: January 6, 2017

To: Theodore Lipscomb, Chair, County Board of Supervisors

From: Steven Kreklow, Director, Office of Performance, Strategy, and Budget

Subject: Request to Create 1.0 FTE Administrative Assistant in the Department of Administrative Services - Information Management Services Division (DAS-IMSD) (File 17-101)


The Department of Administrative Services - Information Management Services Division (DAS-IMSD) requests to create 1.0 FTE Administrative Assistant. That position was included in the 2017 Recommended Budget but was not included in the 2017 Adopted Budget.

The Administrative Assistant position will transition a contracted Administrative resource role to a permanent full-time position. Following the division of the Central Business Office (DAS-CBO) and DAS-IMSD, all administrative and fiscal support personnel were transferred to roles within the DAS -CBO. DAS-IMSD and the CIO require an individual responsible for administrative tasks and director-level support.

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. Additional responsibilities include office management, scheduling, fiscal support, Divisional communications, and general support of the DAS-IMSD management and leadership teams. The incumbent shall minimize demands on the CIO by performing requested administrative tasks, enabling the CIO to devote time to high-level functions.

The 2017 allocated contingency contains funds for positions that were included in the Recommended Budget but not included in the Adopted Budget. Approval of this request would authorize and direct the Department of Administrative Services to process an administrative fund transfer of approximately \$60,400 from allocated contingency to the Department of Administrative Services - Information Management Services Division (DAS-IMSD).

The Department of Administrative Services - Performance, Strategy and Budget recommends that 1.0 FTE Administrative Assistant be created in the Department of Administrative Services - Information Management Services Division (DAS-IMSD) and an administrative transfer from allocated contingency be approved.



Steven Kreklow

Director, Office of Performance, Strategy, and Budget