

# WISCONSIN STATE FAIR PARK

## POSITION OPENING

### **Facility Services Administrative Specialist**

#### POSITION SUMMARY

Under the general supervision of the Wisconsin State Fair Park (WSFP) Facility Services Office Manager, the Facility Services Administrative Specialist acts as the front-line staff member for the department. The Administrative Specialist's primary responsibilities include addressing or rerouting department-related inquiries via phone, in-person, or email, while providing excellent customer service. Daily tasks include administrative duties such as assisting with paperwork, reconciling purchasing cards, maintaining electronic employee timesheet information along with other tracking-related software platforms. This individual will also act as a HR liaison for the department.

#### EMPLOYMENT TYPE

This position is an unclassified, Dual-Limited Term Employment (LTE) position within the State of Wisconsin employment system, working an average of 40 hours per week throughout the calendar year. Annual hours worked will not exceed 2,078.

#### COMPENSATION & BENEFITS

The starting wage for this role will be based on qualifications. A comprehensive fringe benefits package, including health and dental insurance, life insurance, and disability insurance is available after a minimum employment period is met. Annual hours worked will not exceed 2,078. **Paid time off for vacation, holidays, etc. is *not* included as part of the benefits package.**

#### WHO CAN APPLY

This position is open to all internal WSFP staff who meet the outlined criteria.

#### ESSENTIAL FUNCTIONS

- Monitor and manage timekeeping software to ensure proper payroll processing
- Assist in recruiting and hiring activities including, but not limited to, processing hiring paperwork, contributing to the planning of the WSFP job fair, contributing to the planning of the Facility Services orientation and operating as a liaison with HR regarding these matters
- Act as the HR onboarding liaison for the Milwaukee Mile staff
- Reconcile purchasing card transactions for all Facility Services staff
- Utilize facility maintenance management software to produce, manipulate, and input data and other information to assist in developing a preventive maintenance schedule
- Using an inventory management software program, assist with tracking department supplies
- Assist the office manager with the tracking of labor hours for event billing via timekeeping software
- Collect, organize, and record mileage information for state fleet vehicles using the WI State Fleet Web Portal
- May assist with the electronic Vehicle Use Agreement (VUA) tracking, as needed
- Perform basic office duties such as reception, inter-office communication, copying, filing and related tasks
- Other operational projects as assigned

## **QUALIFICATIONS**

- 2+ years administrative experience
- Extensive knowledge of and skill in using computers in general, the Microsoft Office Suite (Word, Excel, Power Point and Outlook) and the flexibility to adapt to more specific industry and agency software (facility management, event management, time keeping and state purchasing)
- Effective oral and written communication skills
- Extensive knowledge of modern office practices, procedures, and equipment (copiers, printers, etc.)
- Exceptional organizational skills and attention to detail
- Ability to manage multiple projects simultaneously
- Ability to understand and follow complex written and oral instructions

## **SPECIAL NOTES**

The candidate must be able to work all 11 days of the annual Wisconsin State Fair; for 2024 these dates are August 1 – 11, 2024. Prior to appointment to this position, the candidate will be subject to a comprehensive criminal background check.

## **TO APPLY**

Applicants should submit their resume via email to [HR@wistatefair.com](mailto:HR@wistatefair.com). Applications can also be picked up directly and completed in-person at the Human Resources office, located on the first floor of the Tommy G. Thompson Youth Center. Application materials must be received by Monday, February 12, 2024. The most qualified applicants will be invited to interview.

## **COMPANY DESCRIPTION**

Wisconsin State Fair Park is a year-round entertainment venue, hosting activities, events, meetings and more throughout the four seasons. Home to the Exposition Center, Tommy G. Thompson Youth Center, the Milwaukee Mile Speedway, WI Products Pavilion, and many other facilities, hundreds of events are held at the Fair Park each year. Perhaps the most notable and certainly the signature event, the Wisconsin State Fair, welcomes more than one million Fairgoers over 11 summer days. Visit [wistatefair.com](http://wistatefair.com) for more information.

Wisconsin State Fair Park's central location within the largest metro area in Wisconsin makes it a desirable place to work, live, and play. As a world-class city, Milwaukee and the Greater Milwaukee Area are full of opportunities galore for living, working, and playing. Visit [discovermilwaukee.com](http://discovermilwaukee.com) for more information.

*All Limited Term and Seasonal Employment Positions, including those for the annual Wisconsin State Fair, require **Wisconsin Residency**, as defined in § 6.10(1), at the time of application and throughout employment with Wisconsin State Fair Park.*

*Wisconsin State Fair Park is an Equal Opportunity Employer.*