

Classifieds

SECTION

EMPLOYMENT



**TRANSPORTATION SERVICES
PARKING
ENFORCEMENT
OFFICER**

University of Wisconsin-Madison, Transportation Services, is recruiting for a Parking Enforcement Officer (Security Officer 2). Starting pay is \$11.54/hr plus excellent benefits. Monitor, operate, and maintain parking lots. Enforce parking rules and regulations on the UW-Madison Campus. Must have excellent public relations and customer service skills for interacting with Campus executives, managers, faculty, staff, students, and visitors.

Must have good conflict resolution skills; ability to read and interpret rules, regulations and procedures; ability to write effectively in English using appropriate grammar and spelling; ability to observe, record, and remember pertinent details. Possess knowledge of basic record keeping methods and experience with computer data entry. Applicants must possess a valid driver's license and meet all UW Risk Management requirements for operating a state vehicle.

Must be able to lift 50 lbs., bend, twist, stoop, and be on your feet for several hours at a time. Must be able to work under adverse weather conditions such as severe cold, extreme heat, rain, snow, and ice. Essentially all of the work is performed outdoors. This position requires a conviction record check.

Special application/examination materials can be download from the following web site: <http://www.ohr.wisc.edu/COB/CurrentUWEmployment.html> or to have them mailed, call or write to Dawn Bierman at 608/265-4057, dbierman@fpm.wisc.edu, FP&M Personnel, 1217 University Avenue, Madison WI 53706.

The first review of completed application/examination materials will be Friday, August 18, 2006. Applications will continue to be accepted until the needs of the department are met. The register created from this recruitment will be used to fill vacancies for the next six to twelve months.

UW Madison is an Equal Opportunity/Affirmative Action Employer

**LEGAL OFFICE ASSISTANT
CITY ATTORNEY'S OFFICE**

Clerical support work to include preparing legal documents and maintaining legal docketing system. Requires two years of responsible clerical work involving substantial word processing and computerized record keeping experience including six months in a legal environment or equivalent; ability to type 40 wpm net



with 10 or less errors. \$2714 monthly.

Formal City of Madison Job Application form required; resumes without application will not be considered.

Apply no later than 4:30 p.m. on August 4, 2006 at City Human Resources Department, Room 501, 210 Martin Luther King, Jr. Blvd, Madison, WI 53703, 266-6500; TDD 866-704-2340; FAX 267-1115; www.cityofmadison.com/jobs.html

**MAINTENANCE/REHAB
SPECIALIST**

**COMMONWEALTH
DEVELOPMENT**

Common Wealth Development, a non-profit community development corporation, is seeking a 30-40 hrs./wk. Maintenance/Rehab Specialist to assist in the maintenance and rehabilitation work of 100+ housing units and 100,000 sq.ft. of commercial space. Duties will include light & preventive maintenance, as well as extensive rehab.

Ideal candidate will have previous work experience in carpentry and/or maintenance, be flexible & upbeat, have excellent oral & written communication skills, experience dealing with people from diverse backgrounds, good judgment for handling emergencies & conflict, skills in routine cleaning/maintenance & ability to lift 50 pounds. Emergency on call required 1 week per month. Must have own vehicle and liability insurance. Bi-lingual in Spanish & English is desirable. Pay is \$16.00 per hour plus benefits.

Resume & cover letter must be received by 5:00pm, August 10th. Send to: Common Wealth Development, 1501 Williamson Street, Madison, WI 53703. Common Wealth is an equal opportunity employer.



**WATER QUALITY
MANAGER
WATER UTILITY**

Responsible professional and managerial work in directing the operations and staff of Madison Water Utility's Water Quality Section. Three years of directly related professional experience in a water quality program incorporating sampling, analysis, reporting, data evaluation, regulatory compliance and public education/communications. Such experience would normally be gained after graduation from an accredited college or university with a bachelor's degree in chemistry, engineering, environmental sciences, public health or other similar degree program. \$50,441-\$60,621 annually. City of Madison Job Application Form required. Resumes received without formal application will not be considered.

Apply no later than 4:30 p.m. on August 18, 2006 at City Human Resources Department, Room 501, City-County Building, 210 Martin Luther King, Jr. Blvd., Madison, WI 53703; (608) 266-6500; TDD 866-704-2340; <http://www.cityofmadison.com/hr/jobopen.html>.

**PRODUCT
AMBASSADORS**

Looking for extra income? NCiM has immediate need for product ambassadors to demonstrate products part time on the weekend. Perfect for those who enjoy working with the public.

Call 800-799-6246 ext. 166 or visit www.ncim.com and click on Demonstrators Info.

**VIDEO
PROMOTION
PRODUCER**

Be more.. creative as you conceptualize, produce and edit engaging video promotion for Wisconsin Public Television (WPT). Requires: Bachelor's Degree, 1 + years experience; proficiency using non-linear edit systems and Adobe After Effects to produce and edit broadcast-ready video. Strong knowledge of Adobe graphics suite; broadcast technical and quality standards, and more.

See www.wpt.org for details. nelson@wpt.org EOE/AA



**PROGRAM AND
PLANNING ANALYST ADVANCED SUPERVISOR
TRANSPORTATION DEMAND MANAGEMENT MANAGER**

Transportation Services at the University of Wisconsin-Madison is recruiting for the position of Program and Planning Analyst Advanced Supervisor. Transportation Services provides innovative transportation solutions that serve and support the university. It generates over \$20Million in revenue annually and provides service to over 60,000 faculty, staff and students as well as an estimated 1Million campus visitors annually. The salary range is \$42,799-\$64,960 plus excellent benefits.

This position is responsible for the continuing development, administration and management of the Transportation Demand Management (TDM) Program on the UW-Madison campus. Responsibilities include analyzing program needs, collecting data and information, developing options and plans, issuing recommendations, and implementing policies and procedures to achieve overall TDM goals. This position supervises TDM staff and is the primary contact for the University's Transit Program. In addition, this position supervises the Safe Arrival for Everyone (SAFE) programs for the University.

Well-qualified candidates will have a bachelor level degree in planning, transit, business, finance, or related field and experience supervising 3 or more represented government employees. They will also have experience evaluating a program's operations, recommending changes, and implementing improvements. We are seeking leaders who have fresh ideas and a team approach to managing staff and programs.

For a complete description of both positions and for special application/examination materials, they can be downloaded from the following web site: <http://www.ohr.wisc.edu/COB/CurrentUWEmployment.html> or to have them mailed, call or write to Dawn Bierman, 608/265-4057, dbierman@fpm.wisc.edu, FP&M, 1217 University Avenue, Madison, WI 53706.

Completed application materials must be received by 4:30pm Friday, August 4, 2006. Materials will be evaluated and the most qualified candidates will be invited to participate in the next step of the selection process.

**MANAGEMENT INFORMATION
CHIEF-CAREER EXECUTIVE**

JAC 06-02380

The Wisconsin Department of Transportation (DOT), Bureau of Information Technology Services (BITS), located in Madison WI is seeking candidates to oversee our Infrastructure Support Section, which provides support to approximately 3,700 departmental employees located throughout the state. The Section work is performed through five units, with approximately 75 staff.

This position manages the agency's technical infrastructure services functions. This section provides technical expertise and direction for the acquisition, installation, operation, and support of the department's IT facilities including workstation facilities and tools, local area networks, network/communication services, security systems, and voice and telephone facilities. The section also provides desk-side support for department staff located throughout the state. First-line support and problem resolution are provided statewide through the DOT Computer Help Desk. Position oversees the technical consulting and integration with Department of Administration (DOA) IT network, security and server standards.

Position is independently responsible for developing and monitoring operating plans and budgets, policies, procedures, standards and guidelines. This position is responsible for identifying resources needed for each service, determining staffing needs, acquiring outside contractor services and managing the staffing resources to provide corporate infrastructure services and support to customers. The position is responsible for ongoing evaluation of infrastructure support in order to promote increased productivity, quality customer service, and employee satisfaction.

Well qualified candidates will have knowledge of management techniques for acquisition, installation, operations and support of technical infrastructure; experience in installation, operations or support of technical IT infrastructure or system software development or support; knowledge of process/change management practices for an IT environment; skill in developing appropriate performance measures; service-level agreement negotiation and monitoring skills, both with external providers and internal customers; effective service provider relationship management policies and practices; and leadership/team building techniques with customers, partners, and staff; and knowledge of financial management techniques, including biennial budget development, operating budget monitoring, and project budget management.

For complete information and application instructions go to the following Internet site: http://wiscjobs.state.wisconsin.gov/public/job_view.asp?annoid=21780&jobid=21295
Equal Opportunity Employer

AMERICORPS

Youth Workers - three full-time, one to two year national service positions working with elem/middle/high schoolers around Dane County.

\$10,900/yr stipend, benefits, plus \$4725/yr scholarship. Apply by Aug 7. For more info email wexridge@chorus.net (preferred) or call 833-4979.

**START MAKING MORE MONEY NOW!
NO SALES. HIGH DEMAND.
P/T EFFORT, F/T INCOME**

Witness signatures on mortgage documents. \$50... \$80...

\$125 and more per signing.
Become a Signing Agent, call 1-866-867-6827

MADISONops@NationalNotary.org
NationalNotary.org/newcareer

EMPLOYMENT



HEALTH INFORMATION AND CODING TECHNICIAN

Opportunity with Dane County Human Services, Badger Prairie Health Care Center, to perform transcription; set up, maintain and destroy medical records; maintain a medical records program; assign ICD-9 codes and enter diagnostic codes into MDS; and perform related duties. Requires any combination equivalent to one year of clerical transcription experience with a primary emphasis on medical terminology and maintaining a medical records system. Training in the MDS process, ICD-9 coding and experience in a long-term care facility is preferred. Starting hourly pay is \$17.12 with further merit increases to \$18.67. We strongly encourage you to obtain additional information about this position by calling (608) 266-4123, for those with TDD equipment only, (608)266-4529, or through the Dane County homepage on the Internet at: www.co.dane.wi.us.

An Affirmative Action Employer operating under a Civil Service Merit System.

COMMERCIAL LENDER

The State Bank of Cross Plains, an independent community bank serving Dane County for over 95 years is searching for an experienced Commercial Lender with top-notch relationship building skills. This position is responsible for business development and requires a results-orientated person with excellent communication skills and self-initiative. A bachelor's degree in Finance or related field and 3-5 years of commercial lending experience required.

The State Bank of Cross Plains, a \$475 million asset bank, has offices in Cross Plains, Middleton, Madison, Mount Horeb, Waunakee and is coming soon to Verona. We are closer to you!

To be considered, send cover letter indicating specific position and resume with salary history in confidence to State Bank of Cross Plains, Attn: Human Resources, P.O. Box 218, Cross Plains, WI 53528 or email generalmail@crossplainsbank.com. For an application contact our HR Dept at (608) 849-2700.

The State Bank of Cross Plains values a diverse workforce and is an Equal Opportunity Employer.



BUDGET & POLICY ANALYST AGENCY MADISON

4yr degree or an equivalent combination of education and experience in budget analysis, business, finance, public policy, planning, or a closely related field is required. This position will perform a wide variety of activities related to annual and biennial budget development, initiation and development of programs and policies, and development and monitoring of state and federal legislation for the University of Wisconsin System Administration.

For complete application instructions and a full posting, please see our web site at <http://www.uwsa.edu/hr/jobs.htm>, or contact Holly Wells at (608) 263-8630 or hwells@uwsa.edu. Application deadline is Thursday, August 10, 2006.

PROPERTY MANAGER

West Side apartment community has a great career opportunity for an energetic and motivated individual to join our staff. Experience with Section 42 program preferred. We offer a great benefits package.

**Fax resume to 608-258-2090
Attn: Human Resources
humanresources@wimci.com**

AMERICORPS

COMMON WEALTH DEVELOPMENT

Have fun while working with a diverse group of young people! Empower teens with skills vital to succeeding in the real world!

Common Wealth Development, a non-profit organization and member of the Partners for AfterSchool Success AmeriCorps Program, seeks a full-time AmeriCorps member to join our teen employment & mentoring program. The member will provide support and instruction to teens who face barriers to employment. Responsibilities: recruit & mentor teens, assist with training, field trips, & maintaining records. Desired qualifications: eagerness to learn, experience with teens from diverse backgrounds, excellent communication skills, bilingual in Spanish or Hmong, & basic computer skills.

AmeriCorps members receive a living stipend, education award, and health insurance. Applicants must meet AmeriCorps eligibility requirements and have a valid driver's license.

To apply, send resume and a cover letter describing your interest in helping teens find employment to:

**Common Wealth Development, 1501 Williamson St.
Madison, WI 53703.**

Resume and cover letter must be received by 5:00 pm 8/8/06.

*A Position Announcement & Description may be picked up at the above address or at www.cwd.org.
EOE*

Live in sitter over 18. Up to \$925 per month plus college tuition assistance. 713.647.0501. Larry Miller

DATA WAREHOUSE PROGRAM LEAD IS DATA SERVICES SPECIALIST JAC: 06-02395

The State of WI Department of Transportation (DOT) is seeking candidates to lead the agency's data warehousing program. The successful candidate will have experience in requirements gathering, analysis, and data modeling for the data warehouse. They will also have experience using an Extract/Transform/Load (ETL) tool (preferably Informatica's PowerCenter) for initial and ongoing data warehouse population, technically supporting an ETL tool, and recognizing/resolving data integrity and quality issues. They will be able to guide the data warehousing team in refining its development methodology, in designing/maintaining its infrastructure, and in project planning. They will be able to coordinate multiple concurrent projects and oversee the integration of those efforts into a corporate perspective.

For complete information and application instructions, go to the following Internet site: http://wis-cjobs.state.wi.us/public/job_view.asp?annoid=21804&jobid=21319

Equal Opportunity Employer

CYF HUMAN SERVICES MANAGER (ALCOHOL AND OTHER DRUG ABUSE)



The Dane County Department of Human Services, Children Youth and Families Division is seeking an individual to work in a leadership capacity in managing and coordinating Dane County's Alcohol and Other Drug Abuse (AODA) system of services. Successful applicants will be placed on an eligibles list and may be considered for other part time and full time vacancies as they occur during the next six months.

Requires A Bachelor's degree from an accredited college and at least five years of professional work experience in the area of AODA services, with a mix of direct service and administrative responsibilities. A Master's degree in social work or closely related human services field may substitute for up to two years of the professional work experience. Supervision or lead work is preferred. Also requires a valid Wisconsin driver's license (or eligibility for) and access to reliable personal transportation.

Starting annual wage is \$59,509 with further merit increases to \$77,334 and excellent benefits. We strongly encourage you to refer to www.co.dane.wi.us or call the Dane County Job line at (608) 266-4123 for further details about the position. An affirmative action employer operating under a civil service merit system.

Walgreens, the nation's pharmacy leader, is seeking skilled technicians to join our Windsor Distribution Center in the following roles:

**FACILITY MAINTENANCE
(MON-FRI, 10PM-6AM)
CONVEYOR MAINTENANCE
(TUES-SAT, 6AM-4PM)**

Responsible for maintenance of automated systems, distributed electrical systems, computer-based conveying systems and facility distribution. Other duties assigned as needed. **The ideal candidates will possess mechanical, electrical, hydraulic and pneumatic skills. Welding and fabrication skills helpful. Positions include electrical fork-lift maintenance and hydraulics.**

Come work with an industry leader! We offer a competitive salary and excellent benefits package including medical, dental, profit sharing, 401(k), stock purchase plan, and store discounts. Please apply online at: www.walgreens.jobs; or send cover letter and resume to: Walgreens Distribution Center, Attn:

HR-Maint. Tech., 4400 Highway #19, Windsor, WI 53598. Walgreens is an equal opportunity employer and welcomes individuals of diverse talents and backgrounds. Walgreens promotes and supports a drug-free workplace.

BUDGET & POLICY ANALYST AGENCY MADISON

4yr degree or an equivalent combination of education and experience in budget analysis, business, finance, public policy, planning, or a closely related field is required.

This position will perform a wide variety of activities related to annual and biennial budget development, initiation and development of programs and policies, and development and monitoring of state and federal legislation for the University of Wisconsin System Administration.

For complete application instructions and a full posting, please see our web site at <http://www.uwsa.edu/hr/jobs.htm>, or contact Holly Wells at (608) 263-8630 or hwells@uwsa.edu. Application deadline is Thursday, August 10, 2006.

An AA/EEO Employer

IT DEVELOPMENT ARCHITECT IS SYSTEMS DEVELOPMENT SERVICES SPECIALIST JAC: 06-02394

The WI Department of Transportation (DOT) is seeking candidates for a vacancy located in the IT Strategy and Architecture Section (ITSA) of the central IT bureau at DOT. The focus of this particular position in ITSA emphasizes problem resolution of production development systems as well as advanced quality design and review consulting on new systems development. The expectation is to provide leadership and consulting for technical and application architecture and design, advanced problem resolution, policy, procedure, standards, guidelines, and strategic direction for other IT professionals. DOT's IT organization provides large, complex systems for a diverse business requirement community in a large state agency. Multiple development environments exist, large databases are employed and multiple hardware and technical platforms are utilized. As such, significant experience with both depth and breadth of application development disciplines is sought.

For complete information and application instructions, go to the following Internet site: http://wiscjobs.state.wi.us/public/job_view.asp?annoid=21803&jobid=21318

Equal Opportunity Employer

HIV PREVENTION SUPERVISOR

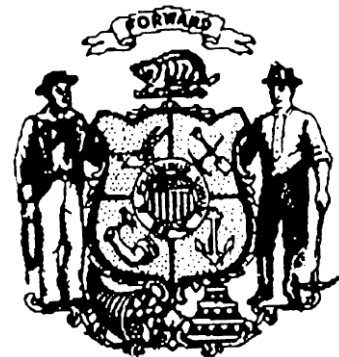
STATE OF WISCONSIN

The Department of Health and Family Services (DHFS), Division of Public Health in Madison has a challenging opportunity available for a manager to develop and direct a statewide system of HIV prevention programs for the HIV/AIDS Section. Duties include: supervising, managing and directing the personnel, administrative, fiscal, liaison, and reporting activities of these programs, including all activities associated with securing and implementing funding and contracting in support of the programs.

Starting salary is between \$42,800 and \$66,448 per year, based on qualifications. Excellent fringe benefit package.

Well-qualified candidates will have experience in Public Administration, Public Policy, Public Health, or related field.

For information on how to apply go to <http://dhfs.wisconsin.gov/> and under Employment, look for the Health & Family Services Supv - HIV Prevention Supervisor position (Job Announcement Code 06-02374).



**Application for
State Employment can be
requested from:
DHFS Request Line at
(608) 267-9893
FAX at (608) 267-2147**

Or e-mail bperjobs@dhfs.state.wi.us

Questions may be directed to Veronica Law (608) 266-5426 or LawVB@dhfs.state.wi.us

**Application/examination
materials must be received by
August 22, 2006.**

An Equal Opportunity Employer