

Department of Natural Resources

Division of Environment Management

Classification: Office Management Specialist

Working Title: Office Manager

Position Summary: This position provides professional office management services for the Air Management Program and confidential work supporting Air Management Team leadership.

Duties include but are not limited to supporting program recruitments and onboarding, addressing daily mail, centralized supply and equipment ordering, staff training coordination, administrative process improvement, Purchase Card oversight, workstation allocations, cell phone ordering and oversight, management team coordination, program leadership scheduling and logistics and documentation of process and policy guidance.

Geographic Scope and Travel Requirements: This position is located in the Department of Natural Resource's Central Office in Madison with responsibilities statewide. Occasional travel within the state may be required. Note the Central Office location will change this October as detailed below:

Current Location: 101 S Webster St., Madison WI 53703

New Location anticipated Oct 1, 2026: 4866 Sheboygan Ave., Madison WI 53705

Scope of Authority: This position works under general supervision and reports to the Business Support and IT Section Manager for the Air Management Program.

Goals and Activities

50% A. Office Management

A1. Managing workstation allocations and associated processes.

A2. Administering manual code relating to workstation allocations and high occupancy facilities.

A3. Supply, cell phone and equipment ordering to support program operations statewide.

A4. Managing the office operations, safety plans, organization and needs of program staff in central office.

A5. Document program policies and procedures as directed to create an efficient and consistent approach.

25% B. Human Resources Support

B1. Supporting recruitment through preparation of documents, forms and submittals working with supervisors.

B2. Implementing onboarding processes, preparing training plans and overall coordination for new staff.

B3. Supporting office policy and procedures in onboarding staff, documenting position use and assisting in the management of new staff requirements.

B4. Assisting program leadership with reclassifications, position descriptions, hiring, and other HR processes.

20% B. Administrative Support

C1. supporting administrative procedures and services for the program such as processing mail, securing lodging reservations, preparing training registrations for staff, etc.

C2. Utilizing Microsoft Office Outlook, SharePoint, OneNote and other software to coordinate and schedule Air Management Team and other leadership meetings.

5% C. Other duties as assigned

Knowledge, Skills, and Abilities

1. Computer skills including Windows and Microsoft Office Suite with a focus on Outlook and Excel.
2. Skills in the use of OneNote and SharePoint.
3. Knowledge of state government operations.
4. Knowledge of principles and processes for providing customer and personal services.
5. Strong organization and communication skills.

Telework: Based on an assessment of goals and work activities, this position is not eligible for telework.

Anticipated Salary Range: \$25-\$33 per hour.