



Job Title	Administrative Analyst
Department	Various
Employment Status	Full-Time
FLSA Status	Exempt
Classification	Grade 6

Scope of Work

This position is responsible for performing administrative duties in support of department operations, including customer service, secretarial responsibilities, office administrative and bookkeeping functions, and support to various town committees and special projects.

Supervision

Received	Department Manager, Assistant Director or other, depending upon division structure
Exercised	One full time or several part time employees

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function to satisfaction.

General Tasks:

- Assist in the development, submission, and administration of the Department's operating and capital budgets to ensure accuracy, appropriateness, compliance, and effectiveness of budget documents.
- Participate in or serve as staff to select committees, representing the interests of the department and lending technical expertise.
- conduct policy research on issues affecting the department to make recommendations and explain conditions to management.
- prepare and edit reports for internal and external distribution.
- Conduct research on department and/or Town-wide operations and policies and prepare related recommendations for the department manager. Compile data and prepare statistical analysis and reports.
- Oversee personnel, payroll, and accounting functions in the department; assist with recruitment and hiring procedures; research and prepare grants for funding departmental activities or projects; coordinate administrative aspects of purchasing and insurance programs; assist in preparation of specifications, coordinate bidding procedures, and monitor contract performance.
- Provide senior level assistance to internal and external customers of the department, including members of the public, contractors, staff of the Town, board and committee members, etc. Greet

visitors, answer phones, explain office procedures, respond to questions and work with Town and department staff and managers to resolve questions and issues.

- Provides effective and efficient customer service and promotes and maintains responsive community relations.

Other Job Functions

- Performs related duties as assigned.
- Follow safe work practices.

Requirements of Work

The following requirements may be substituted by any equivalent combination of education, training, and experience which provides the necessary knowledge, skills, and abilities to perform the job:

- Position requires 2 – 3 years of purchasing/financial/accounting or similar administrative experience in program management, research, or related field.
- Completion of a four-year college degree program.

Knowledge, Ability, and Skill

In addition to the requirements of work, the individual should also have the following knowledge, ability, and skill:

Knowledge of	• Department policies and procedures. • Massachusetts procurement practices and requirements. • The use of standard office equipment including computers and relevant software programs.
Ability to	• Multi-task and prioritize work. • Maintain confidentiality as applicable • Assign and supervise the work of others; motivate employees to work toward common goals. • Work independently with minimal direct supervision, with decisions restricted only by department policies • Establish and maintain effective working relationships with supervisors, coworkers, contractors, vendors and the general public.
Skill in	• Oral and written communications. • Strategic thinking and decision making. • Organization and planning.

Necessary Special Requirements

Valid driver's license (if required)

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed mostly in an office setting; hand-eye coordination is necessary to operate computers and various pieces of office equipment. Specific vision abilities required by this job include close vision and the ability to adjust focus.
- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee is frequently exposed to odors, noise, toxic agents, wetness and humidity, and occasionally exposed to other adverse conditions including extreme heat or cold, dim lighting, dust, vibrations, electrical currents, and heavy machinery.
- The employee is occasionally required to climb, balance, stoop, kneel, bend, crouch or crawl, and smell.
- The employee must occasionally lift and/or move up to 20 (50?) pounds and sometimes lift 50+ pounds.

Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer