



Job Title	Administrative Analyst
Department	Park and Recreation
Employment Status	Full-Time
FLSA Status	Non-exempt

Scope of Work

Under the general supervision of the Director of Park and Recreation, the Administrative Analyst will perform administrative duties in support of department operations, including budget compilation and tracking, managing procurement processes, communicating, and resolving issues for internal departments and external parties, special projects, and other administrative tasks as needed. A successful candidate will be a self-motivated individual who is comfortable working independently, has a strong attention to detail, the ability to organize and interpret information effectively, and can multitask while efficiently managing their time.

Supervision

Received	Assistant Director of Park and Recreation
Exercised	None

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:

- Coordinate the procurement process for goods and services of purchasing, including preparation of specifications, coordination of bidding and contracting procedures, and monitoring contract performance.
- Oversee personnel, payroll, and accounting functions in the department.
- Provide primary support in the development and submission of the Department's operating budget and capital funding under the supervision of the Director, including strategy development to ensure accuracy, clarity, appropriateness, and compliance.
- Actively monitors and reports on the department's budget, revenue and expenditures, tracking invoices and bills over the course of the fiscal year to ensure budget clarity. This includes tracking programs, events, and facility operations for budget reconciliation purposes.
- Utilize MyRec, Hydroapps, JotForm, NeoGov and other department software systems to collect operational and financial data, manage processes, and provide data reports.

- Responsible for the Park and Recreation's websites and social media pages and maintaining content, including marketing for programs and events.
- Assist with hiring procedures for part-time and seasonal employees. Support with summer staff onboarding, hiring, and paperwork will be an integral part of the position during the spring .
- Compile data, perform statistical analyses, and prepare and edit reports and other documents for internal and external distribution.
- Conduct policy research on issues affecting the department to make recommendations and explain conditions to management.
- Assist with grant applications, financial processing, and ongoing monitoring of expenses.
- Provide customer service and troubleshooting to residents, vendors, and other Town Departments, including hearing complaints, solving problems, answering questions, and providing guidance as Appropriate.
- Lead and assist on special projects.
- Administrative support for the Commission including, but not limited to, preparing agendas, packets, minutes.
- Attend occasional board and committee meetings after normal business hours.
- Provide periodic coverage at the front desk, responding to inquiries from the public.
- Provide administrative support for special event requests, room reservations, permit requests, and program registrations.

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 1 – 3 years of purchasing/financial/accounting or similar administrative experience in program management, research, or related field.
- Completion of a four-year college degree in Finance, Administration, or a related field.

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.

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| | <ul style="list-style-type: none">• Organization and planning. |
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Necessary Special Requirements

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| <ul style="list-style-type: none">• MCPPO Certification or the ability to obtain |
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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 pounds and sometimes lift 50+ pounds.

Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer