



Job Title	Administrative Analyst
Department	Department of Public Works
Employment Status	Full-time
FLSA Status	Non-exempt

Scope of Work

Under the general supervision of the Management Analyst, the Administrative Analyst will perform administrative duties in support of department operations, including budget compilation and tracking, managing procurement processes, communicating with 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	Director of Administration, Public Works
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.

- Oversee the administrative aspects of purchasing, including preparation of specifications, coordination of bidding and contracting procedures, and monitoring contract performance.
- Provide primary support in the development and submission of the Department's operating and capital budget documents for review and approval ensuring accuracy, clarity, appropriateness, and compliance.
- Administer operating and capital budget on on-going basis.
- 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 in order to make recommendations and explain conditions to management.
- Utilize various software products to collect operational and financial data and manage processes.
- Assist with grant applications and oversight.

- Provide customer service and troubleshooting to residents, vendors, and other Town Departments, including hearing complaints, solving problems, answering questions, and providing guidance as appropriate.

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 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	• Position requires extensive knowledge of a specified field, state and federal laws and regulations.
Ability to	• Demonstrated personal computer proficiency with word processing and spreadsheet applications.
Skill in	• Strong communication and organizational skills.

Necessary Special Requirements

- MCPPO Certification or the ability to get, preferred.

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.

- Standard office environment, subject to normal variations in temperature, noise, etc.
- Frequent interruptions to assist internal and external customers on the phone or in person.
- May spend extended periods at terminal, on telephone, or operating other office machines, copiers, and fax machines requiring eye-hand coordination and finger dexterity.
- Regular lifting and carrying of files, documents, records, etc.

Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer