

# TOWN OF AVON, CT

## VACANCY ANNOUNCEMENT

**POSITION:** Full-Time Administrative Analyst

**DEPARTMENT:** Finance and Social Services

**MINIMUM QUALIFICATIONS:** The skills and knowledge required would generally be acquired with a Bachelors of Art (BA) Degree in Sociology, Psychology, or a Bachelors of Science (BS), with a concentration in Business/Public Administration, Finance, Accounting or closely related field and two years of increasingly responsible administrative or program coordination; or any equivalent combination of education and experience.

**LICENSES/CERTIFICATES:** Not Applicable

**SALARY:** \$24.9325/hour, with all applicable Town benefits

**APPLY TO:** William F. Vernile  
Director of Human Resources  
60 West Main Street  
Avon, CT 06001

**APPLICATION DEADLINE:** Tuesday, September 7, 2010 at 4:30 p.m.

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### **ADMINISTRATIVE ANALYST SOCIAL SERVICES & FINANCE**

#### **POSITION DEFINITION:**

This position is shared between both the departments of Social Services and Finance, directly supporting the Directors of these departments. Performs administrative, analytical and technological work of a confidential, complex and responsible nature for both the Social Services and Finance Directors. Also manages various Social Services and Finance programs and duties as assigned.

#### **SUPERVISION RECEIVED:**

Receives general supervision from the Social Services Director and the Director of Finance, works independently and prioritizes tasks within general work assignment.

#### **EXAMPLES OF ESSENTIAL JOB DUTIES:**

**SOCIAL SERVICES:** Provides direct client service with specific information on social service programs, such as heating and utility assistance, elderly and disabled housing, Dial-a-Ride, food assistance, short-term counseling, holiday gift basket program, emergency housing and other general social service needs. Provides information and referral and offers various applications for assistance. Administers the Energy Assistance program, meeting with clients and processing these applications. Liaison with utility companies, oil vendors, and other low-income programs for the State. Compiles statistical information for various reports, including caseload services, referrals, and related cost data. Provides documentation and case management of clients in crisis. Tracks and monitors expenditures of clients, files, grant programs and departmental accounts. Composes routine and complex correspondence and other special assignments as directed.

**FINANCE:** Performs analytical budget functions including updating descriptive and financial information and uses data and word processing to complete statistical and narrative reports of some complexity. Assists in application process for award programs [i.e. Comprehensive Annual Financial Report (CAFR), Budget Program, etc.]. Liaison to independent auditors regarding CAFR, compiling and coordinating necessary supporting documentation from departmental staff. Liaison with various Boards in preparation of powerpoint presentations for public budget hearings. Transcribes minutes and coordinates Pension committee meetings, in addition to conducting a role of liaison between Director of Finance and independent financial advisors. Gathers necessary research and statistical data for documents relating to debt issuance and official statements. Supports Information Technology (IT) Committee requests and IT-related tasks, including assistance with computer inventory and purchasing functions. Initial contact for solicitors in the areas of finance, accounting, and information technology; in addition, screens and responds to calls from the public for Director of Finance. Produces necessary confidential statistical data for actuarial valuations and other retirement benefits analyses.

**EXAMPLES OF INCIDENTAL JOB DUTIES:**

Generally screens correspondence, answers telephone calls, responds to walk-ins and visitors seeking services in Social Services and Finance. Provides general information to public on department or Town services. Arranges meetings and schedules appointments for directors. Performs typing, processing, and transmitting directors' instructions to appropriate parties and follows up for compliance with deadlines. Compiles and coordinates data for action, performs special assignments, studies and complex administrative functions as directed. Maintains inventory of office supplies, materials and equipment. Organizes, establishes, and maintains filing system for both departments, observing strict confidentiality in establishing and maintaining restricted files and records. Performs routine filing of financial data, forms and reports. Updates town website relating to Social Services, Finance, and other departments as required. Supervises volunteers and trains supplemental office coverage.

**MINIMUM QUALIFICATIONS REQUIRED:**

The skills and knowledge required would generally be acquired with a Bachelors of Art (BA) Degree in Sociology, Psychology, or a Bachelors of Science (BS), with a concentration in Business/Public Administration, Finance, Accounting or closely related field and two years of increasingly responsible administrative or program coordination; or any equivalent combination of education and experience.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to work independently and excel in multi-tasking and prioritizing workload. Ability to accurately process large amounts of paperwork and applications. Must have the ability to relate positively to residents and clients and establish effective working relationships with other employees and the general public. Ability to operate office equipment including personal computers, Microsoft Office programs (i.e. Word, Excel, Powerpoint, Outlook, etc.), scanners, printers, fax machines, copiers, projectors, etc. Ability to compose clear and concise letters and reports and create/modify Excel spreadsheets and other complex mathematical calculations.

**PHYSICAL, MENTAL EXERTION/ENVIRONMENTAL CONDITIONS:**

Performs duties in an office environment. Routinely and intermittently exposed to computer screen, and must take periodic breaks from screen. May be required to lift and move light to medium weights, for example, ledgers, office supplies, etc. Uses repetitive motions in operating office equipment, including keyboards, calculators, check signers, fax machines and copiers. Must be able to hear clearly (correctable to within normal limits) to record telephone information, and to see (vision correctable to 20/20) to complete applications and forms. There is some stress in interacting with public and in meeting deadlines.

**LICENSE OR CERTIFICATION:**

Not applicable.

**NOTE:**

The above tasks and responsibilities are illustrative only. It is not meant to include every task or responsibility. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.