VILLAGE OF HINSDALE
POSITION DESCRIPTION

POSITION: Administrative Services Analyst
DATE: February 14, 2017
DEPARTMENT: Police Department
REPORTS TO: Police Chief
PAY GRADE: M101: $49,353-$71,759
FLSA STATUS: Exempt

Position Purpose
Performs supervisory, analytical and administrative support services for the Police Department.

Supervision Exercised:
Record Clerk Positions
Volunteer Program

Job Duties

Essential Functions:

- Supervises the Records Department and the Police Department Volunteer Program.
- Assists with the preparation of the Police Department budget and 5-year capital plan. Tracks budget expenditures. Facilitates invoices. Performs budget trend analysis and makes recommendations.
- Creates a variety of administrative, confidential and statistical material and correspondence.
- Assists Police Chief and Deputy Police Chief with special projects as assigned.
- Coordinates with Public Information Officer to create and publish Police Department information on the Village's website and other social media outlets.
- Answers, screen and routes callers. Answer questions and provide relevant information. Refers complaints and difficult, complex inquiries to appropriate personnel.
- Assists customers/visitors. Answer questions and provide general information. Refers complaints and difficult, complex inquiries to appropriate personnel.
- Prepares payroll reports for entire department including timesheets for Village pay period and FLSA work period. Tracks overtime, vacation time, in lieu of holiday time, sick time, personal time and compensatory time. Maintains overtime breakdown reports. Analyzes payroll reports for trends and makes recommendations.
- Performs data or information gathering, computes necessary calculations, and drafts and prepares special reports or statistical analysis.
- Arranges meetings and conferences, schedules appointments, and completes travel and conference arrangements.

- Orders office supplies and equipment, coordinates repair services and maintains contracted service accounts.
- Coordinates with Deputy Chief and Community Service Officers for parking enforcement and parking related duties.
- Facilitates and approves various permits through the Police Department.
- Maintains accurate filing systems, databases and spreadsheets. Routinely audits filing systems, databases and spreadsheets to ensure accurate and timely information. Purges information as needed.
- Operates all tools and equipment needed to perform job duties while adhering to all safety rules and practices.

Marginal Functions:

- Other duties as assigned.

Environmental Factors:

The work environment generally includes an office setting. The noise level is usually quiet.

Physical Requirements:

Regularly required to sit; use hands to touch, handle, or feel; reach with hands and arms and talk and hear. Occasionally required to stand; walk and stoop, kneel, crouch or crawl. May lift and/or move up to 20 pounds. Specific vision abilities include close vision and the ability to adjust focus.

Knowledge, Skills and Abilities:

- Frequent contact with other Village employees, vendors, other government agencies, community groups and the public; must be able to communicate verbally and demonstrate good customer relations.
- Ability to research data and prepare written reports; must be able to communicate in writing.
- Ability to handle multiple tasks simultaneously and in a timely manner.
- Must be able to modify established processes and procedures due to changes in federal, state and local law and Village policy.
- Ability to establish and maintain satisfactory working relationships with Village personnel and the public.
- Ability to learn, understand and adhere to all applicable safety precautions and procedures.
- Ability to maintain confidential information.
- Extensive knowledge of office practices and procedures, terminology and equipment.
- Must be able to maintain accurate records. Must be skilled in file maintenance and organization.
- Ability to proof and edit reports and correspondence for grammar and readability.
- Ability to work with minimal supervision.

Position Requirements

- A Bachelor’s degree with two to three years of responsible office administration experience or equivalent education and experience required.
- A Master’s Degree in Public Administration or related field preferred.

- Strong computer software skills and communication skills (verbal and written) required. Strong knowledge of Microsoft Office (Word, Excel, Access, Publisher and PowerPoint) preferred.

Safety Functions

- Becomes familiar with and observes all applicable safety and security policies/procedures.
- Immediately reports all unsafe conditions and acts to supervisor.
- Reports all accidents to supervisor immediately.
- Recommends improvements to safety and security practices.
- Obeys and adheres to all safety rules and work practices.

Benefits

This position participates in the Illinois Municipal Retirement Fund (IMRF). Full benefits are included in this position, including medical, dental and vision insurance.

Process

The deadline to apply is Monday, March 13. The selection process includes an application process, interview process, drug screening and background check. The position is expected to be filled immediately upon conclusion of the interview process and after background checks are completed.

Interested candidates should submit an application, resume and a cover letter to the Village of Hinsdale, Village Manager's Office, Attn: Human Resources, 19 E. Chicago Hinsdale, IL 60521, e-mail: hr@villageofhinsdale.org. Visit www.villageofhinsdale.org/jobs for a job application. The Village is an EOE employer.