



**CITY OF DOVER, NEW HAMPSHIRE**  
**Supplemental Position Description**

<p><b>Position:</b>  Management Analyst – Community Services</p> <p><b>Classification-Series:</b>  Management Analyst</p> <p><b>Occupational Grouping:</b>  Administrative Support Services</p> <p><b>Organizational Unit:</b>  Community Services Department</p>	<p><b>Position Control No:</b>  XX-XX-XX-XX</p> <p><b>FLSA Status:</b>  Non-Exempt, Temporary FT 40 hrs/wk  (May 2014 through September 2014)</p> <p><b>Union - Grade:</b>  Non-Union – Grade 17</p> <p><b>Primary Job Location:</b>  271 Mast Road</p>
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**JOB SUMMARY:** Performs field work, research, writes reports, and provides other management support as instructed by the Community Services Department Director.

**ACCOUNTABILITY:** Works under the general supervision of Community Services Director and may also receive direction from other department supervisors. Performs regular duties on own initiative and exercises discretion as delegated by the supervisor or department head.

**SUPERVISION EXERCISED:** May provide instruction and lead meeting discussions on the development and implementation of departmental policies.

**TYPICAL EQUIPMENT USED:** Computer; GPS; telephone; calculator; copy and facsimile machines.

**TYPICAL WORK ENVIRONMENT:** Inside: 40%      Outside: 60%

**DUTIES AND RESPONSIBILITIES** (Except as specifically noted, the following functions are considered essential to this position. The listed examples may not include all duties found in this class):

1. Documents departmental activities and translates them into departmental written policy.
2. Assists department in the implementation of computerized Asset Management / Work Order software program.
3. Composes, prepares and formats a variety of correspondence, memoranda, forms and reports.
4. Attends departmental accreditation meetings and assists Division managers in preparing and implementing recommendations adopted by accreditation committee.
5. Maintains an administrative filing system; maintains files of correspondence, memoranda associated with work activities
6. Performs research, analyze information, compiles statistics, maintains records and prepares reports related to financial, personnel and/or operational data.
7. Makes presentations before staff and various groups.
8. Coordinates activities with other employees, departments or agencies.
9. Establishes and maintains effective working relationships with employees, other departments and agencies, and the general public.
10. Maintains familiarity with and executes safe work procedures associated with assigned work.
11. Conduct field surveys and collect samples.

12. Performs other related duties as required.

**TYPICAL PHYSICAL ACTIVITY REQUIREMENTS:**

<p><b>LIFT:</b>          -up to 10 lbs.: Occasionally required.          -11 to 25 lbs.: Rarely required.          -26 to 50 lbs.: Not required.          -over 50 lbs.: Not required.</p> <p><b>CARRY:</b>          -up to 10 lbs.: Occasionally required.          -11 to 25 lbs.: Rarely required.          -26 to 50 lbs.: Not required.          -over 50 lbs.: Not required.</p> <p><b>REACH:</b>          -above shoulder height: Rarely required.          -at shoulder height: Occasionally required.          -below shoulder height: Occasionally required.</p>	<p><b>PUSH/PULL:</b> Occasionally required.  <b>TWISTING:</b> Occasionally required.  <b>BENDING:</b> Occasionally required.  <b>CRAWLING:</b> Rarely required.  <b>SQUATTING:</b> Occasionally required.  <b>KNEELING:</b> Occasionally required.  <b>CROUCHING:</b> Occasionally required.  <b>CLIMBING:</b> Occasionally required.  <b>BALANCING:</b> Occasionally required.  <b>GRASPING:</b> Frequently required.  <b>HANDLING:</b> Frequently required.  <b>TORQUING:</b> Occasionally required.  <b>FINGERING:</b> Frequently required.</p>
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**DURING AN 8 HOUR DAY, EMPLOYEE IS TYPICALLY REQUIRED TO:**

<p><b>CONSECUTIVE HOURS:</b>          Sit: 3 hours          Stand: 1 hour          Walk: 1 hour</p>	<p><b>TOTAL HOURS:</b>          Sit: 6 hours          Stand: 1 hour          Walk: Up to 6 hour</p>
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**COGNITIVE AND SENSORY REQUIREMENTS:**

<p><b>TALKING:</b> Necessary for communicating with others  <b>HEARING:</b> Necessary for receiving instructions and information.  <b>SIGHT:</b> Necessary for performing job effectively.  <b>TASTING &amp; SMELLING:</b> Not required.</p>
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**TYPICAL WORK SURFACE(S):** Standard office desk and chair; service counter; tables; computer work stations; carpet, tile, concrete and wood floors; outside conditions; changing weather, walk or rough terrain.

**TYPICAL CONTROLS & EQUIPMENT:** Key board/pad; computer mouse; telephone; GPS.

**SUMMARY OF OCCUPATIONAL EXPOSURES:** May be exposed to copier and printer toner. Environmental and weather conditions, Poison Ivy.

**KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:** Considerable knowledge of performing research and technical writing skills. Working knowledge of personal computer hardware and software including familiarity with the use of various software applications including word-processing, electronic spreadsheets and data bases. Ability to type accurately and rapidly. Must be able to make effective presentations before small to medium size groups. Ability to prepare effective correspondence, reports and other documents. Ability to perform office management details with limited referral to a supervisor. Ability to maintain effective working relationships with department heads, employees, and the public and to deal with service problems courteously and tactfully. Willingness to work in field and collect data or samples for analysis.

**EDUCATION/LICENSURE/CERTIFICATION REQUIREMENTS:** Minimum High School diploma and four

(4) years of college with Bachelors Degree in area of business or public administration, operations management, Engineering, science, or related field is desirable. Work towards graduate degree with experience in research, analysis and/or technical writing preferred. Must maintain valid motor vehicle operator's license.

**SPECIFIC VOCATIONAL PREPARATION/EXPERIENCE REQUIREMENT(S):**

<input type="checkbox"/> 1. None.	<input type="checkbox"/> 6. 1 to 2 years.
<input type="checkbox"/> 2. Short demonstration up to 30 days.	<input checked="" type="checkbox"/> 7. 2 to 4 years.
<input type="checkbox"/> 3. 30-90 days.	<input type="checkbox"/> 8. 4-10 years.
<input type="checkbox"/> 4. 91-180 days.	<input type="checkbox"/> 9. Over 10 years.
<input type="checkbox"/> 5. 181 days to 1 year.	

**OTHER CONSIDERATIONS AND REQUIREMENTS:** The minimum requirements listed above may be satisfied by having any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities. This position is for a temporary appointment not expected to last beyond 12 months with possibility of regular appointment to be determined at future date.

Classification Established: 12/27/01  
Job Description Developed: 12/27/01  
Revised: 12/27/01, 05/12/2014