

ILLINOIS POLICE OFFICERS' PENSION INVESTMENT FUND

POLICY AND PROCEDURE

POLICY NUMBER: PP-2021-04
SUBJECT: ADMINISTRATIVE ANALYST JOB DESCRIPTION
EFFECTIVE DATE: May 28, 2021
AMENDED: September 9, 2022

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A. INTRODUCTION

1. The Administrative Analyst reports to the Executive Director.
2. Under the direction of the Executive Director, the Administrative Analyst provides comprehensive administrative support. Performs assigned other office duties, as required.
3. This position is assigned greater responsibility to operate independently and to direct the activities of the Executive Assistant.
4. The Administrative Analyst will uphold the highest standards of ethics and professionalism and will act in a manner consistent with the Illinois Police Officers' Pension Investment Fund's mission, vision, and strategic plan.

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B. DUTIES AND RESPONSIBILITIES OF THE ADMINISTRATIVE ANALYST

1. Communications
 - a. Draft memos, letters, agendas, and reports on behalf of IPOPIF.
 - b. Manage various social media accounts and related communications.
2. Office Management
 - a. Plan for, schedule and execute office meetings, conferences, and trainings.
 - b. Develop and maintain filing system both electronically and on paper where required.
 - c. Order supplies for office as needed and maintain supply budget.
 - d. Prepare and organize materials for meetings and presentations.
 - e. Manage schedule for CIO and Executive Director.
 - f. Oversee day-to-day operations of Executive Assistant.
3. Qualifications
 - a. 5 years of experience in administrative services.
 - b. 2 years of supervisory experience.
 - c. A Bachelor's degree in Business Administration, Communications, English, or a related field of study preferred. Associate degree or relevant previous experience permitted.
 - d. Experience working in professional services or public pension industry preferred.
4. Knowledge of:
 - a. Microsoft Office Suite including Outlook, Word, Excel.
 - b. Professional communications via email and phone.
 - c. General office equipment such as phones, copiers, and computers.
5. Skills and abilities to:
 - a. Highly detailed-oriented.
 - b. Self-motivated and able to operate with minimal direction.
 - c. Strong organizational skills.

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C. POLICY REVIEW

1. The Policy is subject to change in the exercise of the Board's judgement.
2. The Board of Trustees will review this policy at least every two (2) years to ensure that it remains relevant and appropriate and consistent with state and federal laws and regulations.
3. In the event of legislative changes to the pertinent sections addressed in this policy, the Board will review the policy as appropriate.
4. This policy was adopted by the Board on May 28, 2021.
5. This revised policy was adopted by the Board on September 9, 2022:
 - a. Revised numbering scheme for each section.
 - b. Replaced Administrative Manager position title to Administrative Analyst
 - c. Replaced Administrative Coordinator position title to Executive Assistant