

TOWN OF AVON

Title: Administrative Coordinator

Department: Police

Pay Grade: 8

Revised: March 2023

POSITION SUMMARY: Performs a variety of confidential general and complex administrative and clerical duties for the Chief of Police. Coordinates administrative tasks of the office of the Chief. Performs general accounting duties. Prepares a variety of fiscal, administrative, and operational reports. Serves as a coordinator of information between other town departments, and members of the public.

SUPERVISION RECEIVED: Receives general supervision from the Chief of Police.

SUPERVISION EXERCISED: Not applicable.

ESSENTIAL FUNCTIONS: Performs general office clerical tasks including: operating of standard office equipment, data entry, composes routine correspondence, reports. May record and transcribe meeting minutes. Screens telephone calls and greets visitors, ascertains nature of business, and takes action or refers to appropriate staff members. Responsible for providing refreshments, etc., when needed. Provides general information to the public.

Transmits and explains the Chief's instructions to appropriate individuals and follows up to assure compliance, completeness and conformance with deadlines. Provides administrative support within the department as directed. Interacts with department heads, employees, and external contractors as necessary.

Develops, compiles, and distributes monthly management reports on various administrative and law enforcement activities. Prepares various reports to state and federal agencies.

Works closely with the Town Manager's staff on renewal of vendor contracts and mutual governmental agreements; such as CMED and shared information to citizens and the general public.

Assists with preparation of annual Department budget, including the compilation, coordination and entering of financial data into the automated budget system. Monitors and tracks expenses for budget accounts. Prepares purchase orders and change orders, and processes Accounts Payable and Receivable. Maintains an inventory of department equipment, materials and supplies and orders as needed.

Assists in obtaining and maintaining documents for the Accreditation process.

Develops and maintains records and files. Manages documents in accordance with record retention schedules. Observes confidentiality in working with restricted information and records.

Performs special assignments and other related duties as directed.

PHYSICAL AND MENTAL REQUIREMENTS/ WORK ENVIRONMENT: Performs duties in an office environment. Routinely and intermittently exposed to computer screen and must take periodic breaks from the screen. May be required to lift and move light to medium weights up to 25 pounds. Uses repetitive motions in operating office equipment including keyboards, calculators, 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 paperwork, applications and forms. Ability to concentrate on detailed and complex issues with interruptions, pressure and changing

priorities. May be required to drive to off-site training classes and for incidental tasks. There is some stress in meeting deadlines and in interacting with the public.

KNOWLEDGE, SKILLS AND ABILITIES: Must have and the ability to acquire proficiency with the Town's accounting system. The skill to take minutes of meetings, reports and correspondences, etc. in shorthand, rough notes or with transcription equipment is required. Ability to compose clear and concise letters and reports. Ability to anticipate clerical requirements and to initiate and perform detailed work with minimum supervision. Ability to apply common sense understanding to carry out instructions, furnished in written, oral or diagrammatic and schedule form. The ability to add subtract and multiply all units of measure. Must have the ability to establish and maintain complex files and records systems, and to respect confidentiality of the files. Must be highly organized and have the ability to schedule and coordinate meetings and to process paperwork accurately and efficiently. Must have the ability to establish effective working relationships with other employees and the public.

MINIMUM QUALIFICATIONS: High school graduation or equivalent and six (6) years of progressively responsible secretarial or office administrative work; or an Associate of Science and four (4) years of progressively responsible secretarial or office administrative work; or Bachelor of Science and two (2) years of progressively responsible secretarial or office administrative work. Some accounting-related experience. Proficient in *Microsoft Word* and *Excel*.

LICENSE(S) AND/OR CERTIFICATION: Valid Driver's License.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task and responsibility. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential duties.

The Town of Avon is an Equal Opportunity/Affirmative Action employer.