

TOWN OF AVON

Title: Administrative Coordinator

Department: Engineering

Pay Grade: 8

Revised: June 2022

POSITION SUMMARY: Performs a wide variety of responsible, confidential, general and complex administrative duties for the Engineering Department and Avon Water Pollution Control Authority (AWPCA). Participates in the development, implementation and administration of office procedures and performs general accounting duties. Prepares a variety of fiscal, administrative and operational reports. Serves as a coordinator of information between engineering and sewer staff, other town departments, and members of the public.

SUPERVISION RECEIVED: Receives general supervision from the Town Engineer, and task supervision from engineering and sewer staff; performs work independently and prioritizes tasks within general work assignment.

SUPERVISION EXERCISED: Not applicable.

ESSENTIAL FUNCTIONS: Provides administrative support to the Town Engineer and engineering and sewer staff, and the Avon Water Pollution Control Authority (AWPCA). Provides administrative support to Town Engineer. Transmits and explains Engineer's instructions to appropriate people, and follows up to assure compliance, completeness and conformance with deadlines.

Compiles and coordinates data for action by Engineer. Accesses maps and plans from Town databases. Arranges meetings and schedules appointments and inspections for engineering and sewer staff as necessary. Composes routine correspondence. Screens telephone calls and greets visitors, ascertains nature of business, and takes action or refers to appropriate staff members. Provides information on engineering and sewer standards, regulations and permits. Assists the public in completing applications and forms. Responds to inquiries, resolves problems when possible. Collects and processes fees.

Monitors the Department and sewer fund operating and capital project budgets. Assists with preparation of annual Department and sewer fund budgets, including the compilation, coordination and entering of financial data into the automated budget system. Prepares purchase orders and change orders, and processes Accounts Payable and Receivable. Maintains an inventory of department equipment, materials and supplies and orders same as needed.

Develops and maintains records and files for the Department and AWPCA. Observes confidentiality in working with restricted information and records. Compiles reports for Engineer monthly. Maintains and updates webpage for the Department and the AWPCA.

Prepares materials for AWPCA meetings. Compiles and collates agenda item materials, prepares and distributes legally required public notices. Serves as Clerk at AWPCA meetings. Prepares and distributes and posts meeting minutes to the Town webpage. Notifies interested parties of AWPCA actions. Prepares letters of approval or denial and related legal notices as necessary.

EXAMPLES OF INCIDENTAL DUTIES: Recommends changes in office procedures to improve and expedite efficiency of work flow. Performs backup or relief tasks in all functional areas of department as necessary. Performs general office clerical tasks. Enters data into databases. Operates standard office equipment such as computer, printer, scanner, copy machine, calculator, etc. Performs 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. Must be able to perform data processing functions using Microsoft Word and Excel; with skill and accuracy; experience with PowerPoint and Access desirable. 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 efficiently schedule and coordinate meetings and inspections 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 education and six years of progressively responsible secretarial or office administrative work; or an Associate's degree in Secretarial Science and four years progressively responsible secretarial or office administrative work; or any equivalent combination of education and experience. Some accounting-related experience.

PREFERRED: Prior experience in a civil engineering, construction or public works office. A working knowledge of the functions, activities and responsibilities of the Engineering Department and AWPCA. Experience with the use of Geographic Information Systems (GIS), OpenGov Citizen Services, and grant administration.

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 accommodations may be made to enable individuals with disabilities to perform the essential duties.

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