



The Town of Avon Announces the Recruitment for the
Following Position:

ADMINISTRATIVE SECRETARY I

Department: Fire Marshall and Emergency Management
Reports to: Fire Marshal/Emergency Management Director
Status: Part Time 15 hours/week. 3 day workweek
Date Posted: December 29, 2021

Salary Range: \$26.4831-\$28.5894

Closing Date: January 14, 2022

To Apply For This Position: An Employment Application is available on the Job Opportunities page of the Town website www.avonct.gov. Applications may be emailed to HR@avonct.gov or mailed to: 60 West Main Street, Building #5, Avon, CT 06001. Applications must be received by the HR department by 4:00 pm on the closing date. Successful candidate must pass a practical exam and interview, drug testing, and background check prior to employment. See the accompanying job description for additional information.

Summary: Provides customer service to the public and administrative support of some complexity to the Fire Prevention Division and the Building Department. Performs secretarial work of a confidential and responsible nature. Provides staff functions for Emergency Management Director upon activation of Emergency Operations Center (EOC).

Examples of Duties: Provides customer service to the public in person or by telephone. Provides guidance regarding emergency preparedness, fire prevention, regulations and permits. Assists the public in completing applications and forms. Assists in the review for completion of permit applications, construction documents, site plans and all other relevant documents submitted in order to obtain a permit. Provides secretarial and clerical services including data entry. Updates and maintains Emergency Operations Plan as directed. Maintains records relative to town staff attendance at mandatory Emergency Management Training. Updates and maintains employee Emergency Management Notification System. Provides staff functions for Emergency Management Director upon activation of Emergency Operations Center (EOC). Schedules appointments and inspections. Coordinates master schedule for office. Maintains information system to keep appropriate controls and records of status and progress of Fire Code inspections and reviews. Prepares and maintains monthly and annual reports. Compiles statistical reports. Researches and maintain related grant records and reports. Collects, records and processes required fees. Assists with the department preparation of annual budget. May assist in accounts payable, accounts receivable, and payroll tasks in maintaining office accounts. Monitors office operating budget. Assists in maintenance of files, plot plans, and building records. Catalogs and maintains system for storage of Commercial/Municipal building codes and specification. Observes confidentiality in working with restricted information and records. Interacts with other town, local and state agencies as required. Works with Avon Volunteer Fire Department staff on issues relating to Firehouse software. Provides assistance as assigned by the Director of Planning & Community Development to other divisions within the Department of Planning & Community Development.

Minimum Qualifications: High School Diploma or equivalent and four years of secretarial or office administrative work; or an Associate's degree in Secretarial Science and two years secretarial or office administrative work; or any equivalent combination of education and experience. Excellent Customer Service Skills. Working knowledge of *Microsoft Excel* and *Word*. Preferred: Preferred: A working knowledge of the functions, activities and responsibilities of a municipal Fire Prevention/Emergency Management Office. **License or Certificate:** Valid Driver's License