

Town of Avon

Title: Part Time Administrative Secretary I **Updated:** 12/14/21
Department: Fire Marshal and Emergency Management (Fire Prevention Division)
Range: 6

Position Definition: 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).

Supervision Received: Receives general supervision from the Fire Marshal/Emergency Management Director and at times task supervision from the Fire Inspector and/or Building Official as well as overall supervision from the Director of Planning and Community Development. Performs work independently, establishes priorities within work assignment.

Supervision Exercised: Not applicable

Examples of Essential Job 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. May compose routine correspondence. Periodically updates and/or redesigns inspection and permit application forms to reflect changes in CT Fire Safety Code requirements and Avon's Emergency Operations Plan.

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. May also schedule appointments for Fire Marshal/Emergency Management, Building Official and other staff members as necessary for office visits and field 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 by compiling and entering data in an automated budget system. 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.

Knowledge, Skills, and Abilities: Must be able to perform data entry with skill and accuracy, and the ability to acquire the skill to perform these functions in the Town's information system. Must possess a working knowledge of Microsoft Word and Microsoft Excel. Ability to compose clear and correct letters and reports. Ability to anticipate clerical requirements and to initiate and perform detailed work with little supervision. Ability to apply commonsense 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.

Physical, Mental Exertion/Environmental Conditions: Performs duties in an office environment. Routinely and intermittently exposed to computer screen, and must take periodic breaks from screen. May be required to lift and move light to medium weights, for example, ledgers, office supplies, large rolls of plans, etc. Uses repetitive motions in operating office equipment, including keyboards, calculators, fax machines and copiers. May be required to drive to off-site training classes. There is some stress in meeting deadlines.

Minimum Qualifications Required: 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

Note: The above tasks and responsibilities are illustrative only. It is not meant to include every task or responsibility. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.