

## **TOWN OF AVON**

**Title:** Administrative Secretary I

**Department:** Recreation and Parks

Revised: March 2023

**POSITION SUMMARY:** Under the general supervision from the Director of Recreation and Parks, performs secretarial and clerical administrative work of a responsible nature; assists in office organization and coordination of recreation programs, sports leagues, facilities and fields; and assists in maintenance of personnel records and budgets.

### **ESSENTIAL FUNCTIONS:**

Receives oral or written instruction from Director and/or the Director's Designee. Plans and organizes work according to established or standard office procedures. Establishes task priorities within work assignments. Assists other department staff by performing administrative detail work.

Assists the public with information relevant to programs, forms, reservations, and facilities.

Transmits and explains Director's directions to proper persons, and follows up for compliance, completeness and conformance with deadlines.

Compiles, proofs, edits and coordinates data for action by Director. Assists in the preparation of department budget. Assists in payroll processing. Maintains ongoing records on expenditures for various programs or divisions as needed. Assists in the monitoring of special department accounts and/or grant programs and provides the Director and other staff with financial reports.

Assists in the coordination of department sports leagues, including but not limited to gym and field schedules; the creation of game schedules, coaching assignments, team rosters, ordering and inventory of recreational supplies.

Processes purchase orders and invoices. Receives purchases, codes invoices, checks for sufficient funds and accuracy, and transmits invoice to accounting office for payment. Receives and accounts for fees, charges of other levies. Balances and submits deposits to the Town Clerk. Prepares contracts for Instructors and contractors.

Compiles, prepares, proofs and edits public relations materials to inform the public of programs and services. Coordinates public use of department facilities including approving and scheduling groups, collecting rental fees, and maintaining records and files.

Performs clerical tasks for programs, including registration, class list, and related records and files. Types and transcribes letters, reports, agendas and meeting minutes from rough draft, or transcription equipment. Composes and types routine correspondence and reports.

Screens telephone calls or greets visitors. Provides information and assistance to callers. Arranges meetings and schedules appointments for the Director.

Reports work accomplished to Director or appropriate staff person.

Operates office equipment, including data processing, copying machines, calculators, computers and other equipment.

Some evening and weekend work is required on an as needed basis during special events or meetings.

**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 screen. May be required to lift and move light to medium weights, up to 25 pounds, for example, ledgers, office supplies, etc. Uses repetitive motions in operating office equipment, including keyboards, calculators, check signers, 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 applications and forms. There is some stress in interacting with the public.

**KNOWLEDGE, SKILLS, AND ABILITIES:** Ability to apply principles of office administration to solve practical problems. Ability to interpret a variety of instructions furnished in written, oral, or schedule form, Ability to acquire working knowledge of regulations and legal requirements of assigned department activities. Ability to work independently. Ability to transcribe information from rough drafts. Ability to type with speed and accuracy. Ability to accurately process substantial amounts of paperwork. Ability to perform arithmetic calculations including ratios, rates and decimals. Ability to keep accurate records. Ability to relate positively to staff members and the general public. Ability to operate office equipment Strong experience and capabilities using Microsoft Office suite of tools including MS Word, MS Excel, Outlook and email. Ability to use publishing software.

**MINIMUM QUALIFICATIONS:** High school graduation or equivalent and three (3) years of progressively responsible secretarial or office administrative work; or an Associate of Science and one (1) year of progressively responsible secretarial or office administrative work. Working knowledge of *Microsoft Word* and *Excel*.

**PREFERRED:** Experience assisting in organizing and coordinating sporting leagues, practices schedules and facility use/reservations.

**LICENSE(S) AND/OR CERTIFICATION:** None

**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.*