



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

Administrative Coordinator

Department: Police Department
Reports to: Chief of Police

Status: Full-Time 37.5 hours/week
Salary Range 8: \$32.8022-\$36.2075
Starts at \$32.8022

Date Posted: March 24, 2023

Date Closing: Open until filled

Interviews will start being conducted mid-April. Submit your applications as soon as possible.

Full-time benefits include Health Insurance, Life Insurance, Long Term Disability, 401 (a) Pension Plan, Paid Holidays, Vacation and Sick Leave.

To Apply For This Position: An Employment Application is available in Job Opportunities on the Human Resources page of the Town website www.avonct.gov. Applications may be emailed to HR@avonct.gov or mailed to: Town of Avon, 60 West Main Street, Building #5, Avon, CT 06001, by closing deadline. Successful candidate must pass a written/practical exam and or interview, drug testing, and background check prior to employment.

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.

Examples of Duties: 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.

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 or Certificate: Valid Driver's License.