

## **TOWN OF AVON**

**Title:** Administrative Coordinator  
**Department:** Recreation and Parks

**Pay Grade:** 8  
**Revised:** June 2022

**POSITION SUMMARY:** Performs a wide variety of responsible, general, and complex administrative duties for the Recreation and Parks Department. Participates in the development, implementation and administration of office procedures and performs general accounting duties. Prepares a variety of fiscal, administrative, and operational reports.

**SUPERVISION RECEIVED:** Receives general supervision from the Recreation Director; performs work independently and prioritizes tasks within general work assignment.

**SUPERVISION EXERCISED:** May provide general and task supervision to clerical staff.

**ESSENTIAL FUNCTIONS:** Composes routine correspondence. Screens telephone calls and greets visitors, ascertains nature of business, and acts or refers to appropriate staff members. Assists the public in completing applications and forms. Responds to inquiries, resolves problems when possible. Collects and processes fees.

Compiles and coordinates data for action by Director; and provides administrative support. Transmits and explains Director's instructions to appropriate people, and follows up to assure compliance, completeness, and conformance with deadlines. Develops and maintains records and files for the Department. Observes confidentiality in working with restricted information and records.

Assists with preparation of annual budget recommendations. Monitors the operating budget for department, including the compilation, coordination and entering of financial data into the automated budget system. Maintains an inventory of department equipment, materials and supplies and orders same as needed.

Assists with coordinating work schedules and training for part-time and seasonal employees. Prepares department payroll for Director's approval.

Prepares and distributes department program and public relations materials. Maintains and updates department webpage and utilizes various social media platforms.

Coordinates with various departments for the maintenance and use of facilities, and scheduling of parks, fields, and buildings.

Recommends changes in office procedures to improve and expedite efficiency of workflow. Performs backup or relief tasks in all functional areas of department as necessary.

May function as the Recording Secretary for the Recreation and Parks Committee.

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 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 Diploma or equivalent and six years of progressively responsible office administrative work. Relevant associate degree may be substituted for two years of experience.

**PREFERRED:** Experience in a municipal Recreation and Parks Department.

**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.*