



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

## **ADMINISTRATIVE COORDINATOR**

**Department:** Recreation & Parks  
**Reports to:** Director of Recreation & Parks

**Status:** Full Time 37.5 hours/week

**Salary Range:** \$33.7043 - \$37.2032

**(Annualized \$65,723-\$72,546)**

**Date Posted:** May 9, 2024

**Closing Date:** May 23, 2024

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 on the Job Opportunities page of the Town website [www.avonct.gov](http://www.avonct.gov). Applications may be emailed to [HR@avonct.gov](mailto: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/or interview, drug testing, and background check prior to employment. See the accompanying job description for additional information.

**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.

**Examples of Duties:** Composes routine correspondence, screens telephone calls and greets visitors, responds to inquiries and resolves problems, when possible. Assists the public in completing applications and forms. Collects and processes fees. Compiles and coordinates data for action by Director. Observes confidentiality in working with restricted information and records.

Assists with preparation of annual budget. Monitors the operating budget for department and maintains an inventory of department equipment, materials and supplies. 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.

**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. Ability to work some evenings as Recording Secretary for Recreation and Parks Committee. Must have a working knowledge of Microsoft Office.

EEO/AA