



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

ADMINISTRATIVE COORDINATOR

Department: Engineering
Reports to: Town Engineer
Date Posted: July 11, 2022

Status: Full-Time 37.5 Hours/Week
Salary Range 8, Non-exempt: \$32,802-\$36,2075; Annualized \$63,964-\$70,605
Date Closing: July 25, 2022, 4:00 p.m.

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 dropped off at the Human Resources Department, sent by mail: 60 West Main Street, Building #5, Avon, CT 06001, or emailed to HR@avonct.gov by deadline. Successful candidate must pass a written exam and/or interview, drug test, and background check prior to employment.

Summary: Performs wide variety of responsible, confidential, general and complex administrative duties for Engineering Department and Avon Water Pollution Control Authority (AWPCA). Participates in development, implementation, administration of office procedures; performs general accounting duties. Prepares variety of fiscal, administrative, operational reports. Serves as coordinator of information between engineering and sewer staff, town departments, public members. Receives general supervision from Town Engineer, task supervision from engineering and sewer staff. Works independently.

Examples of Duties: Provides administrative support to Town Engineer, engineering and sewer staff, and Avon Water Pollution Control Authority (AWPCA). Transmits, explains Engineer's instructions as appropriate; ensures compliance, completeness, conformance with deadlines. Compiles, coordinates data for action by Engineer. Accesses maps, plans from Town databases. Arranges meetings, schedules appointments, inspections for engineering and sewer staff. Composes routine correspondence. Screens telephone calls, greets visitors, ascertains inquiries, problem solves or refers to staff. Provides information on engineering, sewer standards, regulations, permits. Assists the public completing applications, forms. Collects, processes fees; processes Accounts Payable and Receivable. Monitors the Department and sewer fund operating budgets, capital project budget. Assists preparing annual Department budget and sewer fund budget, with compilation, coordination, entering financial data into automated budget system. Prepares purchase orders, change orders. Maintains inventory of department equipment, materials, supplies; orders same. Develops, maintains records and files for the Department and AWPCA. Observes confidentiality working with restricted information, records. Compiles monthly reports for Engineer. Maintains and updates webpage for the Department and AWPCA. Prepares materials for AWPCA meetings; compiles and collates agenda item materials, prepares and distributes legally required public notices. Serves as Clerk at AWPCA meetings. Prepares, distributes, posts meeting minutes to the Town webpage. Notifies interested parties of AWPCA actions. Prepares letters of approval or denial, related legal notices.

See the accompanying job description for additional information.

Minimum Qualifications: High school education and six years of progressively responsible secretarial or office administrative work; or an Associate's degree in Secretarial Science and four years progressively responsible secretarial or office administrative work; or any equivalent combination of education and experience. Some accounting-related experience.

Preferred: Prior experience in a civil engineering, construction or public works office. A working knowledge of the functions, activities and responsibilities of the Engineering Department and AWPCA. Experience with the use of Geographic Information Systems (GIS), OpenGov Citizen Services, and grant administration.

License or Certificate: Valid Driver's License.

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

EEO/AA