



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

***Administrative Coordinator***

**Department:** Avon Volunteer Fire Department

**Reports to:** Fire Marshall

**Date Posted:** March 10, 2022

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

**Salary Range 8:** \$32.0021-\$35.3244

**(Annualized \$62,404-\$68,883)**

**Date Closing:** March 24, 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](http://www.avonct.gov). Applications may be emailed to [HR@avonct.gov](mailto: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:** Independently performs and prioritizes confidential, general, and complex administrative, accounting, and fiscal duties for Avon Volunteer Fire Department. Serves as coordinator between volunteers and Town departments. Reports directly to Fire Marshall and receives general direction from Fire Chief or Designee.

**Examples of Duties:** Provides administrative support to Fire Chief, Headquarters Captain, and Board President meeting deadlines in mandated timeframes. Provides, prepares information to Fire Chief and Town: Annual Report, insurance inquiries, National Fire Information Reporting System (NFIS) statistics, personnel activity, fire calls, public relations events. Monitors department budget, assists preparing annual department budget. Assists with grant writing. Oversees, processes Accounts Payable and Receivables, monthly treasurer reporting, QuickBooks data entry. Recommends improvements, expediting office procedures. Determines and submits Information Technology (IT) requests to IT support for all fire stations. Receives, takes appropriate action on citizen questions, complaints regarding emergency, non-emergency assistance. Screens, responds to emails, telephone calls, visitors, and volunteer members; creates correspondence. Data entry in NFIS. Manages, reports, and maintains legally mandated documents for Federal, State, OSHA, EPA, personnel, training within deadlines. Compiles data for Length of Service Awards Program, Points Reimbursement Program, Tax Abatement Program, and insurance programs. Serves as recording secretary for monthly Board of Director meetings, Corporation meetings, and special meetings; creates and distributes agendas, minutes, treasurer reports, Fire Chief reports, prior to meetings. Personnel onboarding of new volunteer members. Maintains personnel records in Firehouse software. Coordinates issuing gear, fire station access, uniforms, IDs, email accounts. Maintains, updates public and member information on department website. Maintains, produces Annual Department Directory and membership status. Reports, tracks Workers' Compensation claims. Submits Public Works orders for facility maintenance for all fire stations. Orders office supplies. Performs office backup/relief tasks as necessary.

See the accompanying job description for additional information.

**Minimum Qualifications:** Associates Degree in Secretarial Science, Accounting or related field and four (4) years of progressively responsible secretarial or office administrative work; or an equivalent combination of education and experience. Proficient knowledge of Microsoft Outlook, Word and Excel.

**Preferred:** Experience with Quick Books and grant writing procedures. Working knowledge of the functions, activities and responsibilities of municipal government.

**License or Certificate:** Valid Driver's License.