



The Town of Avon Announces the Following Position:

Temporary Part-Time Administrative Secretary I

Department: Recreation and Parks

Reports to: Director of Recreation and Parks

Status: Part Time 20-25 hours/week

Salary Range: \$27.14-\$29.96. Starts at \$27.14

Schedule: M/W/F 8:30-4:30 until late June, then M/W/Th 8:30-4:45

Position Duration: Approximately April 24, 2023 – September 8, 2023

Date Posted: March 28, 2023

Closing Date: OPEN UNTIL FILLED

Virtual interviews to be conducted on April 11, 2023. Please submit your applications early!

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. Successful candidate must pass a written exam and/or interview, drug test, and background check prior to employment.

Summary: Performs secretarial and clerical administrative work of a responsible nature; assists in office organization and coordination of recreation programs, sports leagues, facilities and fields; and assists in maintenance of personnel records and budgets.

Examples of Duties: Assists the public with information relevant to programs, forms, reservations, and facilities. Screens telephone calls or greets visitors. Provides information and assistance to callers. Transmits and explains Director's directions to proper persons, and follows up for compliance, completeness and conformance with deadlines. Assists other department staff by performing administrative work. Compiles, proofs, edits and coordinates data. Assists in the preparation of department budget and payroll processing. Maintains ongoing records on expenditures for various programs. Assists in the monitoring of special department accounts and/or grant programs and provides financial reports. Assists in the coordination of department sports leagues, such as gym and field schedules; the creation of game schedules, coaching assignments, team rosters, ordering and inventory of recreational supplies. Processes purchase orders and invoices. Receives purchases, codes invoices, and transmits invoice for payment. Receives and accounts for fees, charges of other levies. Balances and prepares deposits. Prepares contracts for Instructors and contractors. Compiles, prepares, proofs and edits public relations materials for programs and services. Coordinates public use of department facilities including approving and scheduling groups, collecting rental fees, and maintaining records and files. Performs clerical tasks for programs, including registration, class list, and related records and files. Types and transcribes letters, reports, agendas and meeting minutes from rough draft, or transcription equipment. Composes and types routine correspondence and reports. Arranges meetings and schedules appointments for the Director. Compiles, proofs, edits and coordinates data for action by Director.

Qualifications: High school graduation or equivalent and three (3) years of progressively responsible secretarial or office administrative work; or an Associate of Science and one (1) year of progressively responsible secretarial or office administrative work. Working knowledge of *Microsoft Word* and *Excel*.

PREFERRED: Experience assisting in organizing and coordinating sporting leagues, practices schedules and facility use/reservations.