



Town of New Milford

Personnel Department

10 Main Street, New Milford, CT 06776
Telephone (860)-355-6089 – Fax (860)-355-6031

JOB CLASSIFICATION DESCRIPTION

Job Title: Floating Office Coordinator
Department: Personnel & Fire Marshal

Salary Group: NUTMEG
Grade 8
40 Hrs/wk

Job Summary: This is a highly responsible and confidential position providing administrative and clerical support to the Fire Marshal and Personnel offices, as well as all other departments for coverage support on an as-needed basis. Working an expected 20 hours in the Fire Marshals' office and 20 hours in the Personnel department, the role provides support as directed by the assigned department head. This position will assist in mailing correspondence, filing, answering phones, writing notices, verifying information, organizing information, collecting applications and invoices, setting appointments, and working with the public and internal employees.

Supervision Received: Receives direction from the Personnel Director and Fire Marshal.

Supervision Exercised: There are no direct reports for this position.

Essential Job Functions:

- Provides exceptional customer service to the public and internal employees at all times.
- Answer phones in a professional manner at all times.
- Maintain strict confidentiality over personnel matters and private citizen matters.
- Create, maintain, and secure electronic databases for each department.
- Assist in ordering departmental supplies.
- Collect mail and distribute to appropriate staff member, process and track certified mail.
- Maintain organized files, entering paperwork in designated formats, and manage the organization of departmental filing.
- Assist Department heads with record retention, maintaining, and destroying files per Connecticut Statute.
- Update and monitor departmental websites and social media sites for both the Fire Marshal and Personnel Departments.
- Compiles office statistics as requested or required by department heads.
- Write, review, and mail correspondence as directed.
- Performs related duties as required that are necessary and appropriate.

Essential Job Functions (Personnel):

- Responsible for sending information, collecting paperwork, and processing part-time and part-time seasonal hires, including background checks, and orientations.
- May be asked to conduct interviews in the absence of the Director of Personnel.
- Assists Personnel Director with policy creation and training programs.
- Updates office forms, job descriptions, policies and other files as directed by Director of Personnel.
- Must attend weekend paperwork orientation dates as scheduled for seasonal staff hiring.

Essential Job Functions (Fire Marshal):

- Manages and schedules appointments for the Fire Marshal and Deputy Fire Marshal, and cancels appointments when appropriate due to emergencies.
- Manages Fire Marshal communications, sending and receiving invoices, notices, inspection reports and other associated correspondence.
- Responsible for updating property information and records in FirstDue software.
- Maintains accurate records of all inspections conducted by the office in accordance with CT Fire Code inspection requirements.
- Handles records requests for property records and fire investigation records in a timely manner.
- Assists Fire Marshal in public education campaigns and events in the community.

Knowledge, Skills, and Abilities:

- Demonstrated ability to maintain strict confidentiality at all times
- Demonstrated ability to review and receive employment applications and verify information.
- Demonstrated knowledge of and ability to comply with the statutory provisions applicable to the Personnel and Fire Marshal's Office.
- Demonstrated proficiency in personal computer based spreadsheets, word processing and database software.
- Demonstrated ability to organize and maintain record files, including reviewing archived records for statutory destruction.
- Demonstrated ability to establish and maintain effective, cooperative and courteous working relationships with office staff, agencies of the State, the general public, and other departments of the Town.
- Demonstrated exceptional interpersonal skills; oral and written communication skills.
- Demonstrated ability to work independently, and establish priorities while budgeting time and resources.
- Demonstrated proficiency in professional social media skills, including events, information posting, and responding to inquiries.

Education, Training and Experience:

- High School Diploma or equivalent with 3 years of administrative support experience.
- Bachelor Degree in Business Administration, Public Administration, or similar field with 3 years relevant experience preferred.
- May be required to travel within the State of Connecticut. Incumbents are required to possess and retain a valid Motor Vehicle Operator's license throughout employment.
- Proficiency in UKG timekeeping, MUNIS, FirstDue, and OpenGov permitting software a plus.
- Veteran's preferred.

This description lists only those job duties necessary for salary evaluation and does not include each and every job requirement.

Working Conditions, Physical and Mental Requirements: Occasionally may be exposed to inclement weather in carrying out duties. Incumbents in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity, and must maintain such physical fitness as to be able to perform the duties of the class. A physical examination may be required.

Frequency: Place an "X" in each box that is appropriate to your job.

NEVER (N)	OCCASIONALLY (O)				FREQUENTLY (F)	CONSTANTLY (C)			
0 % of Shift	1-33% of Shift				34-66% of Shift	67-100% of Shift			
Frequency:	N	O	F	C	Frequency:	N	O	F	C
Physical Demands:					Depth Perception				X
Standing				X	Color Distinction				X
Walking				X	Peripheral Vision				X
Sitting			X		Driving		X		
Lifting			X		Physical Strength:				
Carrying			X		Little Physical Effort (-10 lbs.)			X	
Pushing			X		Light Work (-20 lbs.)		X		
Pulling			X		Medium Work (20-50 lbs.)		X		
Climbing		X			Heavy Work (50-100 lbs.)	X			
Balancing		X			Very Heavy Work (100+ lbs.)	X			
Stooping		X			Environmental Conditions:				
Kneeling		X			Cold (50 degrees F or less)		X		
Crouching		X			Heat (90 degrees F or more)		X		
Crawling	X				Temperature Changes		X		
Reaching			X		Wetness		X		
Handling				X	Humidity		X		
Grasping			X		Extreme Noise or Vibration	X			
Twisting			X		Exposure to Chemicals		X		
Feeling			X		Exposure to Gases and Fumes		X		
Talking			X		Exposure to Unpleasant Odors		X		
Hearing				X	Exposure to bodily fluids	X			
Repetitive Motion				X	Exposure to dampness		X		
Hand/Eye/Foot Coordination				X	Confinement to a Small/Restricting Area		X		
Visual Acuity/Near				X	Mechanical Hazards	X			
Visual Acuity/Far				X	Physical danger	X			

The above statements are intended to describe the general nature and level of work being performed by the employee assigned to this position. They are not to be construed as an exhaustive list of all job responsibilities and duties performed by personnel so classified.

The Town of New Milford is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the Town when necessary.

Created by Personnel 7/14/2021

Updated 7/2/2026