



# Town of New Milford Personnel Department

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

**The Town of New Milford is hiring! We are currently accepting applications for an Office Coordinator for the Mayor in the Mayor's office. This is a confidential position that requires significant organizational skills along with the ability to multi-task in a fast paced office with continual interruptions. Due to the nature of the Mayor's duties, confidentiality is a priority while still providing world class customer service to our residents. Qualified and interested candidates must complete a Town of New Milford employment application and send it along with a resume, cover letter, and 3 professional references to: [Personnel@newmilford.org](mailto:Personnel@newmilford.org). Applications must be received by 4:00 P.M on February 15, 2024.**

## Town of New Milford

### JOB CLASSIFICATION DESCRIPTION

#### Office of the Mayor

**Job Title:** Office Coordinator  
NUTMEG Union – Non- Exempt

NUTMEG Grade 8  
40 Hrs. Per Week

**Job Summary:** Performs administrative, secretarial and clerical activities and gathers and disseminates information in the Mayor's Office and to the public. This position requires professionalism, discretion, and confidentiality. Serves as front line for the Mayor's office receiving visitors, calls, and emails from a myriad of sources. This position requires significant organization and coordination skills.

#### **SUPERVISION RECEIVED:**

This position works under the direct supervision of the Mayor.

#### **GENERAL DUTIES FOR THE MAYOR'S OFFICE:**

- First responder to phone calls and directs all calls accordingly.
- Types prepared drafts, routine correspondence, memoranda and reports.
- Provides professional and courteous assistance to the public, town officials and agencies and other governmental authorities
- Compiles information as requested and distributes copies as required in a timely fashion
- Maintains and manages the Mayor's files pertaining to all pending matters with particular attention to those matters requiring further action by the Mayor and the Mayor's staff
- Maintains the Mayor's appointment calendar, keeping it current and alerting the Mayor on an ongoing basis as to commitments and or conflicts in the calendar. Rearranges the Mayor's calendar upon request in a courteous and professional manner

- Maintains and updates the office filing system
- Receives and coordinates the issuance of vending and alcohol permits following all appropriate guidelines
- Scans daily newspapers for articles concerning New Milford and the Mayor and provides them to the Mayor for review
- When necessary, assists in researching and preparing materials for meetings attended by the Mayor and initiates this process when necessary. This includes, but is not limited to, Town Council meetings, Town Council Special meetings, Town Council Executive Session meetings and other meetings as required
- Assists in Freedom of Information Act (F.O.I.A) requests as needed
- Prepares accurate proclamations, certificates of recognition and appreciation for the Mayor's signature, obtaining information from civic groups, Town boards and commissions when applicable
- Assists in processing grievances in a timely fashion
- Distributes department mail on a daily basis
- Maintains meeting calendar for all conference rooms in Town Hall
- Works with individuals and the insurance company; maintains files of insurance claims as well as certificates of liability insurance
- Documents complaints accurately and submits to the Mayor in a timely fashion
- Maintains inventory of office supplies and orders supplies as needed
- Notifies Town Agencies of Town Council approved temporary road closures
- Inputs information into MUNIS regarding requisitions and payments received from public and vendors and at the direction of the Mayor.
- Submits vouchers and keeps track of office expenses.
- Serves as Passport Acceptance Agent. Must take required course to be certified.
- Performs other secretarial and office support duties as required by the Mayor

**KNOWLEDGE, SKILLS AND ABILITY:**

- Ability to work under demanding deadlines and changing priorities and conditions
- Ability to coordinate work in the Mayor's office with the Executive Secretary with continuous interruptions and background noises
- Ability to sit at a desk or stand and work continuously for extended periods of time while performing job functions
- Ability to understand and relate to specific ideas and theories within the Mayor's office
- Ability to file letters, correspondence, notes and reports
- Ability to remember multiple tasks / assignments given to self and others over long periods of time
- Ability to carry and lift documents and office equipment weighing up to 20 pounds
- Ability to type 45 words per minute with accuracy

- Must be able to work independently and deal effectively with the public, town officials, other employees and associates
- Must possess excellent written and oral communication skills including the ability to compose routine correspondence
- Must be willing to attend courses, seminars and training to maintain and update computer or other technological skills
- Must be courteous and professional with all town officials, associates and the public
- Must have knowledge of standard office practices and equipment
- Must have computer literacy with Windows based programs, including Google Suite, Microsoft Office, Excel, Access, Outlook, Powerpoint and internet access and the ability to learn new programs as needed
- Must be able to maintain confidentiality when applicable

**EDUCATION, TRAINING AND EXPERIENCE:**

High school diploma or GED with one year of experience in secretarial work in a busy office required. One year of business school or secretarial school and two years of secretarial experience preferred. The position requires computer literacy with Windows run programs, e-mail, internet access, database and spreadsheet entry and reports and the ability to learn new programs as needed.

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

The Town of New Milford is an Equal Opportunity Employer.

Approved by Town Council (3/14/2016)

Revised by Personnel (2/1/2024)

**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.**

<b>NEVER (N)</b>	<b>OCCASIONALLY (O)</b>				<b>FREQUENTLY (F)</b>				<b>CONSTANTLY (C)</b>				
0 % of Shift	1-33% of Shift				34-66% of Shift				67-100% of Shift				
<b>Frequency:</b>	<b>N</b>	<b>O</b>	<b>F</b>	<b>C</b>	<b>Frequency:</b>	<b>N</b>	<b>O</b>	<b>F</b>	<b>C</b>	<b>N</b>	<b>O</b>	<b>F</b>	<b>C</b>
<b>Physical Demands:</b>					Depth Perception								X
Standing				X	Color Distinction								X
Walking				X	Peripheral Vision								X
Sitting			X		Driving		X						
Lifting			X		<b>Physical Strength:</b>								
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			<b>Environmental Conditions:</b>								
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.