



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

Administrative Coordinator

Department: Planning and Community Development

Status: Full Time 37.5 hours/week. On-Site Position

Salary Range: \$37.98-\$44.03 (Annualized \$74,061-\$85,857). Starting Pay \$37.98

Date Posted: July 28, 2026

Closing Date: August 11, 2026

Benefits include Medical, Dental, Vision, Life Insurance, Long Term Disability, 401 (a) Pension Plan, Paid Holidays, Vacation and Sick Leave.

To Apply for This Position: Download an application at www.avonct.gov . Email your completed file to HR@avonct.gov or mail it to 60 West Main Street, Building #5, Avon, CT 06001. Applications must be received by the HR department by 4:00 pm on the closing date. Pre-employment testing, background and drug testing required.

Summary: The Administrative Coordinator provides comprehensive administrative, operational, and department budget support to the director. This role acts as a primary information resource for the public on land use matters and manages critical departmental databases. Additionally, the Coordinator serves as the Recording Clerk for the Planning & Zoning (P&Z) Commission, requiring attendance at evening meetings (approx. 12 per year).

Examples of Duties:

- Provides comprehensive administrative support to the department director and supports office operations. Assists in budget preparation and tracking, accounts payable/receivable, payroll support. Maintains departmental databases and planning land use files.
- Assists the public with all aspects of land use including Planning & Zoning, Wetlands and Zoning Board of Appeals including applications, policies, procedures and statutory compliance. Resolves or refers complex inquiries and complaints as appropriate.
- Prepares and distributes agendas, background materials, and meeting notices (legally required and otherwise). Serves as Recording Clerk to P&Z Commission, by preparing meeting materials, recording/transcribing meeting minutes, maintaining official records, and communicating commission actions.

Minimum Qualifications:

- Education: Bachelor's degree in Business or Public Administration or a related field.
- Experience: One year of experience, or an equivalent combination of training and experience.
- License: Valid Driver's License.
- Technical Proficiency: PCs, peripherals, software for database creation, spreadsheet modeling, and reporting.
- Communication & Support: Exceptional communication skills required to handle sensitive correspondence and provide high-level administrative support.

See the accompanying job description for additional information.