

The Town of New Milford Commission on Aging (Senior Center) is currently seeking a Part-Time Office Coordinator to assist the Municipal Agents with clerical duties during the fall of 2020. This is a part time seasonal position that will end in December. Qualified applicants that are proficient in traditional secretarial duties with strong computer skills should complete a Town of New Milford employment application and send it to: Greg Bollaro, 10 Main Street, New Milford CT. 06776 All qualified applicants are encouraged to apply.

**Town of New Milford
COMMISSION ON AGING (COA)**

JOB CLASSIFICATION DESCRIPTION

Job Title: PART-TIME/SEASONAL Office Coordinator/Municipal Agents \$21.47P/H

NON-UNION

**PER-DIEM-SEASONAL
(9/14/2020-12-31/2020)**

General Statement of Duties:

Coordinates front office activities bringing together all aspects of the Senior Citizens Center to maintain customer service priority as the first point of contact for participants, clients and visitors. Performs a full range of secretarial duties and assignments using sound judgment in making decisions that support the on-going operations of the main office as related to the senior programs and activities.

Supervision Received: Supervised by the Senior Center Director

Supervision Exercised: None

Essential Duties:

- Provides assistance to the public, clients, participants, town agencies and officials.
- Assists with client in-takes and maintains the confidentiality of the client, participant, and volunteers as well as documents and information pertaining to operations.
- Receives and records complaints and inquiries from clients, participants, and volunteers and refer to proper staff for appropriate action.
- Schedule client appointments for Municipal Agents, volunteers and outside agents having basic knowledge of service and benefits programs while being keenly aware of time sequence and duration of such programs.
- Arrange meetings, prepare and maintain office records, reports and correspondence pertaining to the Senior Center's activities.
- Maintains client database and monthly event registration on *MySeniorCenter*
- Acts as receptionist and office coordinator, answering, executing and directing calls to appropriate staff maximizing client satisfaction.
- Keeps records and maintains files with effective filing systems.
- Monitor office expenditures, orders all office supplies and properly maintains inventory.

- Operates maintains and arrange for repair and maintenance services of standard office equipment.
- Assist in the preparation of monthly newsletter and publicity releases.
- Attends monthly Commission on Aging and Advisory board meetings, staff meetings and conferences; take notes as required
- Assists with program registration, referrals and re-determination systems
- May assist with home visits as it pertains to programs and benefits.

Knowledge, Skills, and Abilities:

- Demonstrated ability in busy office practices and procedures including receiving and scheduling appointments, processing inquiries, providing customer service and relaying pertinent information in a timely manner
- Manage job responsibilities in a fast-paced environment and determine work priorities with frequent interruptions.
- Demonstrated ability to make decisions and take appropriate action
- Demonstrated ability to take initiative and work with little supervision.
- Demonstrated accurate typing with average speed
- Good oral and written communication skills
- Demonstrated ability to take and transcribe motions and minutes accurately
- Demonstrated ability to proficiently use standard office equipment including basic computer programs, phones, fax, and other communication devices
- Demonstrated ability to listen, understand and have empathy for senior citizens
- 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;
- Must be computer literate, including word processing, excel, MUNIS, mailing lists, and MySeniorCenter programming.

Education and Experience:

- High School Diploma.
- Two years of business or secretarial school or three years secretarial experience preferably in a busy office serving the public, especially in coordinating services.
- Current Driver's license necessary for home visits

Working Conditions, Physical and Mental Requirements: Employees appointed to positions 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 for your job.

NEVER (N) 0 % of Shift	OCCASIONALLY (O) 1-33% of Shift			FREQUENTLY (F) 34-66% of Shift	CONSTANTLY (C) 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				
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.

7/1/00

3/2012

Approved by Town Council 11/26/2018