



## Job Opportunity

### Office Administrator

**Location:** Town Hall, 2 Renshaw Road, Darien, CT

**Hours:** 35 hrs. wk./8:30 a.m. to 4:30 p.m., Mon. – Fri.

**Compensation:** \$61,408 to \$76,003 DOE (Grade: TC-5)  
*(Eligible for full benefits package including health insurance, pension plan, life insurance, paid holidays, vacation, sick leave, personal leave, and short-term disability insurance.)*

**Closing Date:** August 21, 2019

**Job Summary:** This class is accountable for performing a variety of highly responsible clerical, administrative and office management duties in support of the Planning and Zoning Department.

**Supervision Received:** Receives general direction from the Director of Planning and Zoning.

**Supervision Exercised:** May lead lower-level clerical employees as assigned.

**Examples of Essential Duties:**

- Provides administrative and clerical support to the Director and other department staff in carrying out departmental activities;
- Answers telephone, takes messages and responds to inquiries within assigned scope of responsibility;
- Screens letters, memos, emails, reports and other materials to determine action required;
- Greets visitors and directs them accordingly;
- Provides copies of office documents to the public as appropriate;
- Schedules appointments, maintains calendars for staff as directed;
- Arranges and coordinates meetings (including space and equipment);
- Works with staff to develop and maintain filing systems, forms and office procedures;
- Composes and reviews letters, forms and correspondence using knowledge of grammar, punctuation and spelling;
- Maintains and updates departmental website;
- Orders, distributes, and maintains an inventory of supplies; prepares and expedites purchase orders and directs payments;

- Assists Director in the preparation of budget, annual and quarterly reports, and various statistical reports;
- Assists the public in filling out forms for zoning permits and land use board applications;
- Calculates and pays land use fees to the State;
- Serves as liaison with other operating units, agencies, outside officials, etc.;
- Drafts and publishes legal notices, special permit forms and other similar forms for filing in the Land Records;
- Enters requisition information and financial transactions in MUNIS software;
- Facilitates enrollment in education and training for staff and volunteer commissioners and board members;
- Maintains department records; files special meeting notices, yearly meeting schedules and variance approvals on land records;
- Handles complaints and questions from public and refers to appropriate office staff for resolution;
- Handles petty cash accounts for the department and keeps records of money received and spent;
- Handles requests from board/commission members and serves as liaison between the members, professionals and continuing education groups;
- Maintains minute books, budget books, Zoning Board of Appeals variance binders, etc.;
- Handles time and attendance records for the department;
- Organizes materials and prepares individual packets for land use board members/commissioners.
- Researches, assembles and coordinates meeting materials (e.g. charts, graphs, reports) as directed;
- Develops charts, graphs, and diagrams under Director's supervision & direction;
- Routinely monitors data management system to ensure accuracy of system updates;
- Assists applicants with abutters' mailing lists and check certificates of mailing for accuracy; and
- Assists the public with property research and accessing board and commission files.

### **Minimum Qualifications:**

- High school diploma or GED minimum, an Associate's degree or higher is preferred;
- Four (4) years of general secretarial/clerical experience - Two (2) years of the general experience must have been as lead or supervisory experience [College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of two (2) years.];
- Knowledge of grammar, spelling and punctuation;
- Knowledge of modern office practices, procedures, equipment, and standard clerical techniques;
- Excellent keyboarding skills;
- Ability to schedule and prioritize workflow, and multi-task;
- Ability to perform arithmetic computations and prepare graphs;
- Strong oral and written communication skills;
- Interpersonal skills and previous experience successfully interfacing with the public;
- Ability to deal with distressed or sometimes difficult clients who may be confrontational;
- Proficient in the use of Microsoft Office Suite (Excel, Access, Word & Outlook); and
- Ability to operate or be trained to operate application software such as, but not limited to, CityView, MUNIS, NOVATime, and Q-Alert (Citizen Service Software).

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**Application Procedure:** Applications may be emailed to Karen Dunn, Director of Human Resources, at [kdunn@darienct.gov](mailto:kdunn@darienct.gov) (Reference “Office Administrator” in the subject line and submit attachments in Word or PDF format). Please submit the following three (3) documents:

1. Cover Letter;
2. Resume; and
3. Town of Darien Employment Application. The [Employment Application](#) is available on the Human Resources website.

*The Town of Darien is an equal opportunity employer and does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of intellectual disability, learning disability or physical disability, veteran status, sexual orientation, genetic information or criminal record. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the Town when necessary.*

Posted: 08-07-2019