JOB ANNOUNCEMENT

The City of Norwich announces a closed promotional and an open examination to fill a vacancy and establish an eligibility list for the following classification:

51765 – ADMINISTRATIVE SPECIALIST

Human Services Department (Recreation Division)

Open Until: March 17, 2022 at 04:30 PM EST

Rate of Pay: $48,082.29 - $52,263.37

General Description

This is responsible administrative work in a recreation department involving the organizing, and assisting in the implementing of recreational activities for the municipality's youth and adults. The position is also responsible for clerical duties of the office including answering phone calls, greeting customers, social media, processing of permits and applications, data entry and financial transactions, entering data into the software tracking system and other duties assigned. Work also involves responsibility for assisting in the planning, supervising and coordinating of varied recreational programs. Duties also include recommending and assisting in implementation, promotion and evaluation of recreation programs, arranging for equipment and supplies, and maintaining contacts with community organization.

Qualifications

An Associate's Degree plus at least two years of responsible administrative experience including customer service and clerical. Other combinations of education and relevant experience may be considered. Experience in a recreation department is preferred. Must obtain and maintain first aid and CPR certification within 6 months of date of hire. Must have a valid Connecticut driver's license.

Important Information

In order to be considered, applicants must demonstrate on their application they meet the minimum qualifications as stated in the job announcement.

You must reside within the State of Connecticut, 60 miles from Norwich within one year of appointment.

The complete job description is available online.

Examination will consist of 100% written.

To apply visit our website at www.norwichct.org/hr.
For questions or additional information, call (860) 823-3836.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

2/24/2022