

The Assistant to the Town Manager position had been at 20 hours for several years. In 2017, the position was changed to a 25 hour position. In 2019 when we had to re-hire for the position I made the decision to reduce it to 20 hours per week and change the job title to Administrative Assistant. This decision was made knowing that both Jessica and Connie were interested in picking up more duties. We all felt that reducing the position to a general Administrative Assistant to help with more routine tasks would be the best use of the position.

However, since that decision, a few things have changed. Jessica has left and the new Town Planner will be working 35 hours per week and will not have any administrative duties that are not related to planning. It has also become apparent to me that both Connie and I could use higher level help and that Kathy has the experience and skill set to provide that help to us.

Below is an outline that contains three categories

- Job duties that are Included in her job description and currently being performed
- Job duties outside of her job description that have been performed to date
- Job duties that could be performed if more hours are allotted

In summary, the amount of office work has increased over the past number of years so this positions hours should also increase to match that workload. We will get more done and be more efficient with this position at 30 hours per week.

#### **Job duties that are included in job description and currently being performed**

##### **Essential Functions**

- Maintain files for accuracy and completeness: insurance, special projects, and zoning
- Assist in digitizing files
- Assist in the coordination of meetings such as posting agendas, taking minutes, preparing the meeting space, copying and collating meeting materials, setting up meeting technology (screen, projector, laptop)
- Assist the public visiting the office in obtaining information and directing them to the proper staff or department
- Assist with information and documentation gathering
- Prepare and organize invoices for Accounts Payable
- Assist with mailings for finance such as tax bills, water bills, and payroll checks and stubs
- Coordinate advertisements for job postings and legal notices
- Coordinate annual volunteer search and appointment process for town officers and committees
- Coordinate risk and liability assessments, follow up with recommendations, and provide educational materials for departments regarding OSHA and Labor Law compliance

##### **Non Essential Functions**

- Special projects as assigned by Town Manager
- Take messages for Town Manager and Department Heads
- Answer telephone calls promptly and professionally

#### **Job duties outside of job description that have been performed to date:**

- VOSHA compliance after inspection reducing fines from \$8770 to \$3770, a savings of \$5,000
  - SDS books (3) for Water & Sewer - 1 remaining to be completed

- File Annual Reports from 2016-present within 24 hours preventing a record keeping citation. Re-launched Safety Committee and serves as the Chair
  - hold monthly staff meetings
  - review items not listed as violations ensuring compliance
  - compile list of training required for each department
  - work w/ VLCT PACIF to organize trainings.
  - inspection of properties for potential violations.
  - work with tenant to resolve compliancy issues.
- Property Maintenance:
  - Meet with and outline RFP projects with potential bidders (Post Office Paint and Library Heat/AC)
  - Review elevator contracts for library & town center
  - Provide immediate assistance for heat issues before determining if a contractor needs to be called.
  - Schedule contractors for maintenance projects in the Town Center including heating, air conditioning, electric, plumbing etc.
- Projects to-date & ongoing:
  - RFP for insurances- included providing detailed information on all town properties to prospective bidders. This exercise saved the town \$20,000 over last year's premiums.
  - RFP for engineering on Dugway Road
  - Organization of Town Policies and Ordinances
  - FEMA record maintenance & compliancy for Nov. 1 flooding
  - Wage and Benefits Analysis

**Job duties that could be performed if more hours are allotted:**

- Diesel fuel reconciliations
- Train on backup for payroll – perform when Connie is out of office or has other deadlines
- Train on backup for AP– perform when Connie is out of office or has other deadlines
- Handle the onboarding paperwork for new hires
- Handle workers compensation and property claims
- Assist with re-writing and revising policies including those directed by auditors, and policies we identify internally as needing updating (such as the Personnel Policy), or for any new policies needed.
- Monitor fire department physicals.
- Look for bids on items that the Town routinely purchases but for which we have not been getting fresh quotes on such as garbage, heating oil, diesel, gas, Comcast, cell phones, maintenance contracts and more.
- Write RFPs for special projects such as the Electric Vehicle Charging Station installation.
- Grant Coordinator; responsible for maintaining files for all grants to ensure contents and enable timely request for payment.
- Assist with grant writing.
- Website management