

## Meeting of Administrative Assistance Committee on 8-4-15 at 8AM

### Rutland Town Offices

Present: Joshua Terenzini and Mary Ashcroft, Select Board members, Byron Hathaway and Joe Zingale.

The Committee discussed what would be required to fill this position. We need a job description, qualifications that we are seeking, start date, where the new assistant would be housed, and hours (and compensation benefits, if any.) We have an approved budget of \$25,000.

Joe Zingale wants the new assistant to take over the minutes of the Planning Commission and the Select Board, which takes him a great deal of time to complete—2 or 3 days with normal interruptions. He also suggested that the assistant attend some of the meetings that Joe is now covering, learn the 911 system, and learn about Act 250 and Section 248 hearing. Joe would also be open to having the assistant pick up all of the Planning Commission duties he now covers. Joe will provide a daily log so that the committee can see where he spends his time and what items might be shifted to the assistant.

The committee agreed that we need to convert Joe's institutional memory into a searchable database available. Ideally, we would like to find someone for this position who would like to make a career out of this position, perhaps move up in the future, and someone who is committed to the area.

The Committee agreed to contact other towns which have administrators to see if we can borrow a job description that they may have used for the assistant position. Josh will contact Brandon and Killington, and Mary will contact Pittsford and Poultney.

The ideal candidate for assistant administrator would have the following qualifications: word processing and database management skills, and perhaps some ability to update the town's website; ability to create and work with spread sheets; an understanding of municipal and state government, and where to find resources in state government; a general understanding of the 250 and 248 processes; the ability to work independently; personable and civic minded with good communication skills and the ability to work well with the public. Some knowledge of municipal budgeting would be helpful. We may also want the assistant to help with grant writing and compliance. Some field work will be required. We will ask for references and will want to do a criminal background check.

The committee agrees to ask the Select Board for their ideas for qualifications and what they see as parts of the job of the assistant.

Because of the time Joe spends on minutes, the committee agreed to ask the Select Board if we can:

- a) shorten minutes and drop the nearly verbatim minutes we have now (we have DVDs of each meeting which we are required to keep, anyway)
- b) hire someone to do the minutes in as much detail as we wish; or
- c) shift this responsibility to the new assistant administrator.

The committee agreed to try to a hiring date of October 1, 2015, and a rate of pay at about \$15 per hour. We should advertise in the Rutland Herald, the VLCT newsletter, 7-Days and VT Digger. Josh will look into on-line job posting services as well.

Next meeting will be on Tuesday, August 18<sup>th</sup> at 8AM at the Town Office.

The meeting was adjourned at 8:55AM.

Respectfully submitted: Mary C. Ashcroft.