

PERSONNEL COMMITTEE
TOWN OF SOUTH WINDSOR

Minutes

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October 22, 2020

Virtual Meeting

1. Call Meeting to Order

The meeting was called to order at 11:01 a.m.

2. Roll Call

Members Present: Deputy Mayor Liz Pendleton
Councilor Mary Justine Hockenberry
Councilor Janice Snyder

Others Present: Deborah Reid, Clerk of the Council

3. Adoption of Minutes (July 21, 2020)

Councilor Snyder made a motion to approve the July 21, 2020 minutes. Councilor Hockenberry seconded the motion, and they were approved unanimously.

4. Discussion Item

A. Clerk of the Council's Job Description

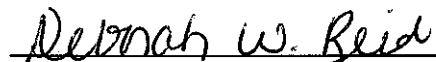
Committee members reviewed the job description of the Clerk of the Council (**Exhibit A**), and made updates to it, as shown in **Exhibit B**.

Due to time constraints, Committee members decided to meet on Thursday, October 29, 2020, at 10:00 a.m. to discuss the remainder of the items on the agenda.

7. Adjournment

At 12:17 p.m., Councilor Hockenberry made a motion to adjourn the Personnel Committee meeting. Councilor Snyder seconded the motion, and it was approved unanimously.

Respectfully submitted,



Deborah W. Reid
Clerk of the Council

TOWN OF SOUTH WINDSOR CLERK OF THE COUNCIL

NATURE OF WORK

Performs secretarial and office administrative work of a complex and responsible nature for the Mayor and Members of the Council.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS

Receives instructions from Mayor and Councilors. Plans and organizes work according to established or standard office procedures and/or in compliance with Charter, Statutes, and FOI requirements. Types and transcribes letters, reports, and meeting minutes from rough draft, transcription equipment, or shorthand notes. Composes correspondence and other materials without instruction. Meets the public and provides information on subjects such as Department or Town services, cultural, social, or recreational programs. Receives and processes various reports, petitions, communications, applications and/or registrations and collects fees when necessary.

Maintains Council journals and performs related bookkeeping duties. Maintains special payroll records for the Council and/or temporary employees. Gathers materials, data, and other information for review by the Mayor and Council members, and prepares statistical and narrative reports of some complexity. Organizes and prepares materials for publication such as administrative regulations, position announcements, program guides, legal notices and activity schedules. Processes Council purchase requisitions. Schedules and coordinates the use of town-owned buildings and facilities. Reports work accomplished to Mayor.

OTHER JOB FUNCTIONS

Assists in the preparation and monitoring of the Council budget and grant programs. Establishes and maintains various Council records and files. Uses a computer terminal to enter and retrieve information.

Supervised by the Mayor.

TOWN OF SOUTH WINDSOR CLERK OF THE COUNCIL

NATURE OF WORK

The top priority of this position is to perform all functions, administration, and operations of the South Windsor Town Council.

Performs secretarial and office administrative work of a complex and responsible nature for the Mayor and Members of the Council.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS

Receives direction from Mayor and Councilors. Plans and organizes Council work according to established or standard office procedures and/or in compliance with Charter, Statutes, and FOI requirements. Types and transcribes letters, reports, and meeting minutes from rough draft, transcription equipment, or notes. Composes correspondence, reports, and other Council related materials. Provides information and directs the public as necessary. Receives and processes various reports, petitions, communications, proclamations, and certificates as necessary.

Maintains Council's records, processes purchase requisitions, performs related bookkeeping duties, gathers materials, data, and other information for review by the Mayor and Council members, and prepares complex statistical and narrative reports. Organizes and prepares materials for publication such as administrative regulations, legal notices, and activity schedules. Schedules and coordinates the use of Town-owned buildings and facilities. Knowledge of Roberts Rules of Order pertinent to the administration of Council, Committee, and Sub-Committee meetings.

Assists in the preparation and monitoring of the Council budget. Establishes and maintains various Council records and files. Uses appropriate technology to enter and retrieve information.

OTHER JOB FUNCTIONS

Attends meetings, prepares and processes agenda, documents, legal notices, and minutes for Standing Committees, Committees, and Sub-Committees directly reporting to the Council. Performs other duties and assignments as directed by the Council.