

Town



of

Easton

**A
Classification and Compensation
Study**

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March 13, 1995

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I. INTRODUCTION

A. Background

The Town of Easton hired this Consulting Firm to conduct a classification and compensation study for its non-Union positions which included Department Heads, Town Hall employees, Library, Public Works, Police, Parks and Recreation and other departments.

Some of the positions are regular part time positions in addition to the full time positions. There are also six (6) elected positions in the study. The positions are Town Clerk, First Selectman, Treasurer, Registrar of Voters - Republican, Registrar of Voters - Democrat and the Tax Collector. The total number of positions in the study is forty-four (44).

The study includes revised position descriptions, a grade for each position and a corresponding compensation range for each of the grades. There was also a recommendation for compensation adjustments effective January 1, 1995 which is predicated on the continuation of the normally scheduled adjustment effective July 1, 1995. Further a performance merit matrix is provided as an alternative to the general wage increase approach. A performance based system is necessary in order to advance those employees lower in the range toward the mid-point of the range and to take into consideration as a function of that increase the performance as well as their placement in the range.

B. Scope of the Study

(1) Developed, distributed and analyzed position questionnaires prepared by each incumbent whose position is included in the study. The questionnaire is designed to gather information concerning actual position duties and responsibilities. The questionnaire and the position description(s) of record (if any) were distributed by the consultant at a group introductory meeting.

(2) Conducted interviews with employees of each job title to obtain data to supplement the position questionnaire in order to properly analyze current position responsibilities and duties. The data was reviewed by the incumbent's supervisor, Commissions, etc., as appropriate.

(3) Prepared detailed positions descriptions in draft form for each position title. The draft description was presented to the incumbents and his/her supervisor for review and approval. Finalize position descriptions and are submitted in this final report.

(4) Analyze position responsibilities for each position classification in the study utilizing a formal factor comparison/point rating position evaluation plan in order to classify each position into a position grade.

Developed a grade system for the studied group, providing a minimum, mid-point and maximum range for each grade. A five step system within each range or a merit matrix performance management approach may be applied at the option of the Town based on its compensation view.

(5) Conduct an internal salary review of other Town positions including current salary ranges, salaries paid, dates and amounts of negotiated wage increases, possible salary compression and other issues concerning internal equity.

(6) Present findings and study recommendations and a final written report. The consultant will be available to meet with appropriate parties following the submission of the final report.

(7) Provide a forum to explain and answer questions on study recommendations to incumbents, Department Heads and the First Selectman as well as other Commissions as appropriate.

II. INTERNAL REVIEW

A. Wage Increases

The Town of Easton has three bargaining units involving the Police, Fire, and Public Works. The Police have thirteen participants including Patrolman and Sergeants, the Fire have four participants that are all Firefighters, and the Public Works Union has eleven participants including Highway Workers, Mechanic/Equipment Operator, Mechanic/Garage Manager and Crew Leader. The non-Union group in the Town of Easton represents the largest segment with forty-five employees. These positions include Department Heads, Town Hall, Police, Fire, Public Works, Park and Recreation, the Library and other departments.

Over the past three years beginning July 1, 1992, the increases for the Police, Fire and Public Works and the non-Union are displayed on **Chart 1**. The increases over the past three years have averaged 4.0% for each of the four units. The average compounded increase for each of these units averaged 4.2% except for fire which received split increases of 2.0% on July 1 and January 1 of each of the last three fiscal years that yielded an average annual compounded increase of 4.3%.

It is clear from **Chart 1** that the Town of Easton has given its non-Union employees the same increase as its Union represented employees.

A. **Wage Increases** (continued)

Chart 1

**Salary Increase History
Union v. Non-Union**

Unit	Police	Fire	Public Works	Non-Union
7-1-92 1-1-93	4.0%	2.0% 2.0%	—	4.0%
7-1-93 1-1-94	4.0%	2.0% 2.0%	—	4.0%
7-1-94 1-1-95	4.0%	2.0% 2.0%	—	4.0%
Average Increase	4.0%	4.0%	—	4.0%
Average Compounded Increase	4.2%	4.3%	—	4.2%

Number of Employees	13	4	11	45
Positions	(11) Patrolman (2) Sergeant	(4) Firefighter (1) (1)	(7) Highway Worker (2) Mechanic/ Equipment Oper. Mechanic/ Garage Manager Crew Leader	Town Hall Police Public Works Parks & Rec. Library
Union	AFSCME Council 15 L# 2693B	IAFF L# 1426	SEIU L# 531	Non-Union

B. **Benefits Review**

An internal comparison of *paid time off, extra pay, benefits and retirement* were conducted comparing the three unionized groups versus the non-Union group. The paid time off category included holidays and personal days, sick days, accumulation of days and vacation time. In these five categories there was no appreciable difference between the non-represented and the Union represented groups.

Next category is extra pay which involved just longevity. **Longevity** is paid based on years of service and in accordance to a prescribed schedule. The longevity for each of the three bargaining units and the non-Union group are indicated on **Chart 2**. A review of the longevity schedules indicates that the non-Union group lags behind the Union represented groups. The schedule recommendation for longevity of the non-Union group will follow.

The next section is the benefits and retirement section is **life insurance** and **AD&D**. AD&D is equal to the amount of life insurance. The medical insurance, optional medical insurance, pension plan and vesting appear on this chart. In reviewing the Benefits and Retirement categories it was found that the four groups within the Town of Easton are comparable. However the life insurance and AD&D insurance for the non-Union groups should be increased to a comparability to the other groups. The recommendation for the increase and the costing will follow.

B. Benefits Review (continued)

Chart 2

**Comparison - Paid Time Off, Extra Pay, Benefits & Retirement
Union v. Non-Union**

Unit	Police	Fire	Public Works	Non-Union
Paid Time Off				
<i>Holidays</i>	13	12	12	13
<i>Personal</i>	2	Individual Requests Considered	3 ^(a)	5
<i>Sick Days</i>	15	15	15	15
<i>Accumulation of Days</i>	Unlimited	Unlimited	180 max	125 max 87.5 max (less than 29 hours/wk)
<i>Vacation Maximum</i>	1 yr = 12 days 6 yrs = 16 days 10 yrs = 18 days 15 yrs = 20 days 20 yrs = 24 days 29 yrs = 28 days	1 yr = 7 shifts 10 yrs = 9 shifts 15 yrs = 10 shifts 20 yrs = 12 shifts	1 yr = 10 days 5 yrs = 15 days 10 yrs = 20 days 15 yrs = 21 days 16 yrs = 22 days 17 yrs = 23 days 18 yrs = 24 days 19 yrs = 25 days	1 yr = 10 days 5 yrs = 15 days 11 yrs = 16 days & for each yr 1 add'l day to 25 yrs = 25 days
Extra Pay				
<i>Longevity</i>	6 yrs = \$400 10 yrs = \$750 15 yrs = \$1,350 20 yrs = \$1,500	5 yrs = \$300 10 yrs = \$600 15 yrs = \$900 20 yrs = \$1,200 25 yrs = \$1,500 30 yrs = \$1,800	5 yrs = \$400 10 yrs = \$850 15 yrs = \$1,050	5 yrs = \$100 10 yrs = \$200 15 yrs = \$300 20 yrs = \$400
Benefits and Retirement				
<i>Life Insurance</i> AD&D equal to Life Ins. amount	\$30,000	\$25,000	\$30,000 (min.) Equal to Base rounded up \$1,000	\$20,000
<i>Medical</i>	Century 2000 or BC/BS 94	Century 2000	Century 2000	Century 2000 or BC/BS 94
Optional - Employee pays premium over Century 2000	PHS	PHS, CHP or BC/BS 94	BC/BS 94 or PHS	PHS
<i>Pension Plan</i>	MERF	Town Plan II	Town Plan I	Town Plan II
<i>Vesting</i>	10 yrs	10 yrs	5 yrs	10 yrs

Note Exceptions: Police Chief same benefits as Police Union; except Pension. Director, Public Works/Town Engineer and Highway Superintendent have the same benefits as Public Works Union; except pension.
(a) Two (2) days off granted upon request and with consent of supervision.

C. Benefit Recommendations

The **longevity** schedule should be increased. To approach comparability with the bargaining units, the consultant's recommendation is representative of movement in this direction. The longevity recommendations are listed on **Chart 3** and the annualized increase cost is also represented on **Chart 3**, page 8. The total annualized increase cost is \$3,000 and the cost presuming level dispersement of employment dates would equate to \$1,500 for the period of January 1, 1995 through June 30, 1995.

The **life insurance** for the non-union group presently is at \$20,000 and the **AD&D** insurance is equal to the life insurance amount. The Police presently have \$30,000, the Fire have \$25,000 and the Public Works employees have a minimum of \$30,000. The Public Works Union life insurance is equal to their base pay rounded up to the nearest \$1,000. It is recommended that the Town of Easton increase the non-union group's life insurance from \$20,000 to \$30,000. The cost for life insurance is 42¢ per \$1,000, per month, and the cost for AD&D is 6¢ per \$1,000 per month. Therefore the \$10,000 of life insurance increase at 42¢ per \$1,000 is equal to \$4.20 per month per employee. The AD&D increase of \$10,000 at 6¢ per \$1,000 is equal to 60¢ per month per employee. The estimated total increase cost to the Town is \$144 per month or an annualized cost of \$1,728 per year. In as much as life insurance and AD&D benefit can not be retroactive, the effective date of the life insurance and AD&D should be April 1, or the earliest practicable date. The estimated cost for April, May and June for this life insurance improvement is \$432.

The exceptions to this life insurance recommendation are the Police Chief who is currently at \$30,000 and the Public Works Director/Town Engineer and the Highway Superintendent whose life insurance follows that of the Public Works Unionized employees.

The life insurance for the Town of Easton is also age-sensitive. Those employees working past age 65 have decreased coverages. The decreased coverages are as follows:

- 65% - if 65 to 70 years of age
- 45% - if 70 to 75 years of age
- 30% - if 75 to 80 years of age
- 20% - if 80 years of age or older

C. Benefit Recommendations (continued)

Chart 3

Longevity:

Years Service	Number of Employees	Longevity Pay Current	Longevity Recommended	Annualize Increased Cost
0 > 5	8	0	0	0
5 > 10	14	\$100	\$200	\$1,400
10 > 15	5	\$200	\$350	\$750
15 > 20	2	\$300	\$550	\$500
20 and up	1	\$400	\$750	\$350
Total Annualized Increased Cost				\$3,000
Cost for January 1 to June 30				\$1,500

Chart 4

Life Insurance:

Increase Life Insurance and AD&D	
From:	\$20,000 to \$30,000
Cost: Life Insurance	42¢/\$1,000/month
AD&D	6¢/\$1,000/month
Total Annualized Cost	\$1,728.00
Cost for April, May, June	\$432.00

III. POSITIONS DESCRIPTIONS

A. Public Works

The **Director of Public Works** is also the **Town Engineer**. The Public Works Department is a well run department in which the **Highway Superintendent** and the **Secretary for the Public Works Department** were involved in this study. The department is efficient and effective and upon visits to the Public Works Department, the bargaining unit employees were always engaged in work and were cordial in explaining their work and the goals of the Public Works Department.

There has been some discussion about the **Highway Superintendent's** compensation. The incumbent is currently compensated on an hourly basis, however, the incumbent is very prudent in not working overtime unless overtime is compelled by emergencies in the Town such as snow storms. The practice of paying a Highway Superintendent additional compensation for emergency service such as snow storms is common throughout Connecticut. If the incumbent was converted to a straight salary compensation then an adjustment upward would be appropriate to account for the additional time spent on snow storms and emergency service during the course of the year. However, given the frugality of the Public Works Department and the restraint by the incumbent, the pay practice that is currently employed is efficient and consistent with market practice.

Similarly, the **Secretary for the Public Works Department** has a job responsibility that supports the **Director of Public Works/Town Engineer** and the **Highway Superintendent**. These two positions are on job sites and the Secretary to the Public Works Department is very effective in maintaining continuity in their absence. The position also has a responsibility for the recycling accounting and basic budget management. The three incumbents of these positions work well as a team supporting each other for an effective Public Works Department.

B. Tax Department

The Tax Department is also a well run department. Its collection rate is well above the State average and the public relations relative to the Tax Department is also positive in the community.

The position is an elected position and the compensation for the position has been recommended to be increased which will be discussed in a later section. The difficulty with some elected positions is that although the credentials are required, the position is filled through the electoral process and not on a competency base.

However, in this case the incumbent is very qualified as a **Tax Collector** and the compensation for the position is less than appropriate. It is also recommended that the Tax Collector position, without adverse impact to the incumbent, be changed from an elected position to an appointed position. The **Assistant Tax Collector** position is one that requires certification. In some Tax Departments titles refer to Tax Collector Assistant or Assistant Tax Collector. In this case the certifications are required and the position is therefore referred to as Assistant Tax Collector.

C. Building, Health, P&Z, Conservation

The functions involving the **Building Official, Health Official, Secretary for the Health and Building Departments, Zoning and Wetlands Enforcement Officer, P&Z and ZBA Office Clerk and Secretary for the Conservation Commission** are functions that should be clustered in a co-location. They share a commonality of process and their effectiveness and efficiencies could be enhanced through a colocation of these functions. Further, one (1) full time Secretary supported by part time Office Clerks could provide continuity of service for the general public in direct interface with these departments. The Building Official and the Health Official are competent incumbents, however, their position responsibilities take them outside of Town Hall in order to conduct their work. A full time department Secretary that would also bridge the P&Z and the Zoning and Wetlands Enforcement Officer position would be

C. Building, Health, P&Z, Conservation (continued)

more responsive to the general public. Further, if there was a position that was full time and the incumbent was capable of responding to general questions by the public in all of these functions and was supported by part time office clerical then the position of Secretary to this cluster of positions may warrant a higher grade. However, as the positions are constructed currently, the support function is fractured to the extent that one person is not experiencing all the cycles of these functions as well as building a competency that would permit the incumbent to respond to the public conducting business with these functions as well as perform general and administrative work for the functions.

The **Zoning and Wetlands Enforcement Officer** position is currently vacant and the position will be rewritten and classified at the time the position is filled or the Commission provides information in order to be able to write a position description and to do an evaluation. This information can be provided by the Commission on a preliminary basis and then revised six months after the position is filled in order to validate functions of the position.

D. Social Services

There are three positions in the Town of Easton that relate to the Social Services function. The **Senior Center Director** is scheduled for thirty-five hours per week, **Municipal Agent for the Elderly** is scheduled for twenty-five hours per week and the **Director of Social Services** which is scheduled for five hours per week and this position also acts as the **Town Welfare Official**. The three positions account for sixty-five hours per week. The Senior Center Director and the Municipal Agent for the Elderly are colocated in the Senior Center. To complete the cluster, the Director of Social Services should be located near these other two positions with either the duties of this function, the Town Welfare Official, to be incorporated as into one of the other two positions, or to constitute a position of Director of Social Services with greater responsibility. The Social Services function for the Town has some opportunity to coordinate with these three positions.

E. Police Department

There are five positions in this study under the Police Chief's responsibility including the Police Chief's position. The positions were **Police Chief, Administrative Assistant, Dispatcher, Records Clerk** and **Municipal Animal Control Officer**. The Dispatcher position has more than one incumbent, first shift and second shift as well as part time staff. The Police Department is a professional operation, in which the incumbents interviewed as part of the study were professional, serious and dedicated concerning their position responsibilities. The Police Headquarters itself was restrictive in terms of square footage, putting greater demands on the incumbents as well as the uniformed Police Officers.

The Secretary to the Police Chief position is retitled **Administrative Assistant**. This position performs a full range of administrative functions that are beyond what is typically seen in Police Departments. The position is highly confidential. It involves the administration of required training, maintaining vouchers and payroll as well as administering special services and extra duty relative to schedule, hours worked, billing and accounts receivable.

F. Town Clerk

The Town Clerk position is an elected position in which the incumbent has been performing the function for many years. The position requires meticulous and compliant record keeping for

“... land records, elections, vital statistics, licensing and various other municipal records with State statutes, Federal regulations and Local ordinances...”

The difficulty with some elected positions is that although the credentials are required, the position is filled through the electoral process and not on a competency base. Further, this position requires continuity of incumbents and although this has been the case, there is no assurance it will be the case in the future since it is subject to the electoral process. The position is not a political platform position but a position for a meticulous, compliant records supervisor.

F. Town Clerk (continued)

Therefore, it is recommended that the Town Clerk position, without adverse impact to the incumbent, be changed from an elected position to an appointed position.

G. Incumbents With More Than One Description

There are two positions in which the incumbent has more than one position description.

The first position is the **Secretary for the Conservation Commission**. The incumbent has scheduled hours of approximately fifteen hours per week. The incumbent also has the position of **Registrar of Voters - Republican** which is a part time position and has a fixed assignment for the year. The total compensation for both of these positions are approximately \$12,200.

The second incumbent with two positions is the **Secretary for the Health and Building Departments** which represents approximately twenty three and one half hours per week. Of the twenty-three and one half hours per week, twenty hours is allocated for the Building Department and three and one half hours per week for the Health Department. The second position that this incumbent occupies is the **Director of Social Services**. The Director of Social Services is also the **Town Welfare Official** and at the present time, these positions are one in the same. The number of hours per week for the Director of Social Services is five hours at this time. The combined approximate income for the Secretary of Health and Building Departments and the Director of Social Services is \$18,800.

IV. COMPENSATION AND CLASSIFICATION

A. Salary Ranges

The salary ranges were constructed after the position descriptions were written and the consultant fully understood the content of the work described in this group. The corresponding hours of work, benefits and compensation for the corresponding positions was considered in constructing the salary ranges.

The salary schedule is built on nine grades with a minimum, mid-point and maximum range for each grade. The maximum is calculated by multiplying the mid-point by 120%, and the minimum is calculated by multiplying the mid-point by 80%. Therefore, there is a plus and minus 20% spread on either side of the mid-point. The step down from grade 1 to grade 2 and so forth is calculated by multiplying the mid-point of grade 1 by 85% in order to derive the mid-point of grade 2. The same calculation on the mid-point of grade 2 is used to calculate the mid-point for grade 3 and so forth.

There are two salary schedules, one represents annual compensation and the second salary schedule represents the ranges expressed in an hourly rate. The calculation for determining the hourly rate is to divide the annual salary by 2,080 hours.

TOWN OF EASTON

**Salary Range
Effective January 1, 1995**

GRADE	MINIMUM	MIDPOINT	MAXIMUM
1	\$46.6	58.3	70.0
2	39.6	49.5	59.4
3	33.6	42.0	50.4
4	28.6	35.8	42.9
5	24.3	30.4	36.4
6	20.6	25.8	30.9
7	17.5	21.9	26.2
8	14.8	18.6	22.3
9	12.6	15.8	18.9

Note: Annual salary "\$ x 1,000"

**Hourly Ranges
Effective January 1, 1995**

GRADE	MINIMUM	MIDPOINT	MAXIMUM
1	\$22.41	28.02	33.62
2	19.03	23.79	28.54
3	16.15	20.19	24.22
4	13.76	17.21	20.65
5	11.68	14.61	16.99
6	9.92	12.40	14.88
7	8.42	10.52	12.62
8	7.15	8.94	10.72
9	6.08	7.60	9.12

Note: Hourly rates determined from annual salary rates divided by 2080.

B. Classification

The classification of the position studied are indicated on **Chart 6**. The grades are in the left hand column and the positions are indicated to the right of the grade. The classification of the positions has a positive correlation to the compensation being paid.

The Police Chief and the Director of Public Works/Town Engineer are in grade 1. These two positions have content that put these positions well above the grade 2 positions. Although the chart indicates that there is one grade difference between the two, the Police Chief position and the Director of Public Works/Town Engineer are well above the positions in grade 2 based on their job content. The positions in grade 2, the Building Official, the Comptroller and the Highway Superintendent are properly classified as grade 2. However, when reviewing the compensation of the Building Official and the Comptroller, the incumbents' compensation is well below the minimum of grade 2. Further discussion on the compensation of the incumbent relative to the range will be discussed in Section V, Compensation Recommendations.

The Dispatcher position also has a compensation of a \$11.78/hour and grade 5 has a minimum compensation of \$11.68. The Dispatcher position tends to follow the uniformed Police in terms of its compensation relative to its place in the range. Uniformed services such as Police and Fire tend to the upper half of the range.

The positions in grade 7 and grade 8 correlate well to their compensation. There are however opportunities within the grade 7 group with the Conservation Secretary. As discussed in III, Positions Descriptions General Discussion subsection C, Building, Health, P&Z, Conservation. As discussed in subsection C of III, if these functions were clustered and collocated, a full time Secretary for these functions would improve the efficiency and effectiveness as well as the public relations for these departments. If such a restructuring was contemplated, then the Secretary, Building and Health position should be reviewed if it were the position that was determined to be the full time Secretary to these functions.

B. Classification (continued)

Chart 6

**Town of Easton
Classification of Positions
Present Compensation Recorded**

Grade	Positions
1.	Police Chief 67K (40); Director of Public Works/Town Engineer 65K (40)
2.	Building Official 33K (40); Comptroller 33.4K (35); Highway Superintendent 47.8K (40)
3.	Assessor 33K (35); Health Official \$22 (19); Library Director 34.1K (35)
4.	Tax Collector 27K (35); Town Clerk 30.4K (35); Director of Parks & Recreation 30.8K (35)
5.	Maintenance Supervisor (P&R) \$13.84 (40); Dispatcher(s) \$11.78 (40); Emergency Medical Technician 32.6K (40); Library Assistant Director \$14.25 (30)
6.	Payroll Administrator \$14.16 (35); Accounts Payable \$13.69 (35); Executive Secretary \$13.69 (35); Administrative Assistant - Police \$14.14 (35); Senior Center Director 16.4K (35); Municipal Agent/Elderly 14.8K (25)
7.	Library Assistant I/Secretary \$11.70 (21); Municipal Animal Control Officer \$9.55 (40); Records Clerk-Police \$12.53 (30); Secretary, Public Works \$11.65 (35); Assistant Tax Collector \$8.84 (19); Secretary, Building and Health \$12.12 (23.5); Conservation Secretary \$11.44 (16)
8.	Library Assistant II/Circulation \$10.12 (26); Library Assistant III/Interlibrary Loans \$9.25 (20); Senior Center Driver \$9.52, (P.T.); Secretary, Parks & Recreation \$9.58 (22.5); P & Z and ZBA Office Clerk \$10.15 (24); Assistant Town Clerk(s) \$9.00 (26), \$8.72 (16); Custodian \$10.73 (37.5); Assessor Assistant \$7.87 (35)
9.	Library Assistant IV/Children Program \$5.50 (14); Library Assistant IV \$5.50 (17); Hiring rate, temporary, clerical part time.

<p>LEGEND - Title - Salary - (Hours)</p>	<p>First Selectman \$26,749 Treasurer \$7,500 (P.T.) Registrar of Voters (R) & (D) \$2,812 (P.T.) \$2,812 (P.T.) Town Welfare Official \$12.12 (5)</p>
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Zoning & Wetlands Enforcement \$21.61 (26/3) - Vacant

V. COMPENSATION RECOMMENDATIONS

A. Recommendations

The recommendations for the positions receiving an increase effective January 1, 1995 are on **Chart 7**. This chart is self explanatory and there will be some comments in this section concerning some of the specific positions.

The Building Official position and the Comptroller as discussed in Section IV, Subsection B, Classification are two positions that are well below the minimum of the range. The recommendation for both of these positions is a \$2,000 increase. The resulting compensation will place the Building at \$35,000 and the Comptroller at \$35,400. The minimum for this range is \$39,600. Both incumbents of these positions would also receive increases on July 1, 1995. Considering the increase of July 1 would be a little bit more than the inflation rate, both incumbents would still be below the minimum of this range. It is the recommendation of the study that the incumbents continue to receive either larger increases or more frequent increases in order for them to progress to the minimum of the range.

The Tax Collector position has a recommended increase of \$5,000, increasing the incumbents salary from \$27,000 to \$32,000. The recommended salary of \$32,000 is within the range of the position, and still less than market compensation for the Tax Collector position. However, it is anticipated that the incumbent will also receive an increase on July 1, 1995 that would continue his progress toward the mid-point of the range.

The Dispatcher position has an increase of 10.4% or \$1.22 per hour increase. The Dispatcher's new rate will be \$13.00 per hour. The Dispatcher position as compared to the range which still place the incumbents well below the mid-point of the range. The incumbents will receive an increase on July 1, 1995 which will continue their progress toward the mid-point of grade 5 which is \$14.61.

A. Recommendations (continued)

The grade 6 positions are an important group of positions for the Town. They are comprised of the Administrative and Executive Secretary/Administrative Assistant positions. The adjustments for these positions maintain an internal equity to the positions and consider the incumbents experience within their position. The remaining increases can be reviewed on **Chart 7**.

The total annualized increase represented on Chart 7 is \$34,750. The increase from January 1, 1995 through June 30, 1995 is equal to \$17,375.

In order to review the comparability of these recommended salary increases and the corresponding new salary, **Chart 6** has been revised to reflect the new salaries effective January 1, 1995, in addition to the remaining positions which do not have salary increases recommended for January 1, 1995. These are displayed on **Chart 8** and follow **Chart 7** in this Section.

**Town of Easton
Compensation Recommendations
Effective 1-1-95**

<u>Director of Public Works/Town Engineer (40)</u> Grade 1 65K to 67K → 2K 3.1%	<u>Senior Center Director (35)</u> Grade 6 16.5K to 18.5K 2.0K 12.1%
<u>Building Official (40)</u> Grade 2 33K to 35K → 2K 6.1%	<u>Municipal Agent for the Elderly (25)</u> Grade 6 14.8K to 16.0K 1.2K 8.1%
<u>Comptroller (35)</u> Grade 2 33.4K to 35.4K → 2K 4.8%	<u>Accounts Payable (35)</u> Grade 6 \$13.69 to \$14.37 1.24K 5.0%
<u>Assessor (35)</u> Grade 3 33K to 33.6K → .6K 1.8%	<u>Executive Secretary (35)</u> Grade 6 \$13.69 to \$14.37 1.24K 5.0%
<u>Tax Collector (35)</u> Grade 4 27K to 32K → 5K 18.5%	<u>Administrative Assistant - Police (35)</u> Grade 6 \$14.14 to \$14.70 .56K 4.0%
<u>Town Clerk (35)</u> Grade 4 30.4K to 32K → 1.6K 5.3%	<u>Municipal Animal Control Officer (40)</u> Grade 7 \$9.55 to \$10.52 2.0K 10.2%
<u>Director Parks & Recreation (35)</u> Grade 4 30.8K to 32K → 1.2K 3.9%	<u>Assistant Tax Collector (19)</u> Grade 7 \$8.84 to \$10.00 1.15K 13.1%
<u>Dispatchers (40)</u> Grade 5 \$11.78 to \$13.00 5.0K 10.4% \$1.22/hour increase [2 incumbents 2.5K/employee]	<u>Secretary Parks and Recreation (22.5)</u> Grade 8 \$9.58 to \$9.75 .2K 1.8%
<u>Payroll Administrator (35)</u> Grade 6 \$14.16 to \$14.58 .76K 3.0%	<u>Assistant Town Clerk(s) (26) & (16)</u> Grade 8 \$9.00 to \$9.75 1.0K 8.3%
	Grade 8 \$8.72 to \$9.75 .6K 11.8%
	<u>Assessor Assistant (35)</u> Grade 8 \$7.87 to \$9.75 3.4K 23.9%
	Total Annualized Increase 34.75K
	Increase from 1-1-95 to 6-30-95 17.375K

A. Recommendations (continued)

Chart 8

**Town of Easton
Classification of Positions
Recommended Compensation Recorded**

Grade	Positions
1.	Police Chief 67K (40); Director of Public Works/Town Engineer 67K (40)
2.	Building Official 35K (40); Comptroller 35.4K (35); Highway Superintendent 47.8K (40)
3.	Assessor 33.6K (35); Health Official \$22 (19); Library Director 34.1K (35)
4.	Tax Collector 32K (35); Town Clerk 32K (35); Director of Parks & Recreation 32K (35)
5.	Maintenance Supervisor (P&R) \$13.84 (40); Dispatcher(s) \$13.00 (40); Emergency Medical Technician 32.6K (40); Library Assistant Director \$14.25 (30)
6.	Payroll Administrator \$14.58 (35); Accounts Payable \$14.37 (35); Executive Secretary \$14.37 (35); Administrative Assistant - Police \$14.70 (35) Senior Center Director 18.5K (35); Municipal Agent/Elderly 16.0K (25)
7.	Library Assistant I/Secretary \$11.70 (21); Municipal Animal Control Officer \$10.52 (40); Records Clerk-Police \$12.53 (30); Secretary, Public Works \$11.65 (35); Assistant Tax Collector \$10.00 (19); Secretary, Building and Health \$12.12 (23.5); Conservation Secretary \$11.44 (16)
8.	Library Assistant II/Circulation \$10.12 (26); Library Assistant III/Interlibrary Loans \$9.25 (20); Senior Center Driver \$9.52, (P.T.); Secretary, Parks & Recreation \$9.75 (22.5); P & Z and ZBA Office Clerk \$10.15 (24); Assistant Town Clerk(s) \$9.75 (26), \$9.75 (16); Custodian \$10.73 (37.5); Assessor Assistant \$9.75 (35)
9.	Library Assistant IV/Children Program \$5.50 (14); Library Assistant IV \$5.50 (17); Hiring rate, temporary, clerical part time.

LEGEND	First Selectman \$26,749
- Title	Treasurer \$7,500 (P.T.)
- Salary	Registrar of Voters (R) & (D) \$2,812 (P.T.)
- (Hours)	\$2,812 (P.T.)
	Town Welfare Official \$12.12 (5)

Zoning & Wetlands Enforcement \$21.61 (26/3) - Vacant

A. Recommendations (continued)

Chart 9

**Number of Incumbents
Receiving Increases by Grade**

Grade	Incumbents Increased	Incumbents No Increase	Total
1.	1	1	2
2.	2	1	3
3.	1	2	3
4.	3	0	3
5.	2*	3	5
6.	6	0	6
7.	2	5	7
8.	4	5	9
9.	0	2	2
Non- Classified	2	3	5
Total	23	22	45

* Dispatchers (2) incumbents

Positions receiving increases in descending order from the highest percentage to the least are as follows:

1. Assessor Assistant 23.9%
2. Tax Collector 18.5%
3. Assistant Tax Collector 13.1%
4. Senior Center Director 12.1%
5. Assistant Town Clerk 11.8%
6. Dispatchers (2) 10.4%
7. Municipal Animal Control Officer 10.2%
8. Assistant Town Clerk 8.3%
9. Municipal Agent for the Elderly 8.1%
10. Building Official 6.1%
11. Town Clerk 5.3%
12. Accounts Payable 5.0%
13. Executive Secretary 5.0%
14. Comptroller 4.8%
15. Administrative Assistant 4.0%
16. Director Park and Recreation 3.9%
17. Director Public Works/Town Engineer 3.1%
18. Payroll Administrator 3.0%
19. Secretary Parks and Recreation 1.8%
20. Assessor 1.8%

B. Salary Administration

Although the recommendations for the study are for January 1, 1995, it is implied that those incumbents whose compensation fall below the minimum of their salary range should receive larger and/or more frequent increases in order for the incumbents to progress passed the minimum of the range. This, of course, presumes satisfactory performance of the incumbent for the responsibilities of the position.

C. Positions Not Classified

There are five positions that were not classified as part of this study. The First Selectman, Treasurer, Registrar of Voters - Republican and Democrat, and the Town Welfare Official.

The Treasurer position is paid \$7,500 per year and is a part time position. It is also an elected position. The incumbent for this position is well qualified and has maintained this position for a number of years. The position is also responsible for the general direction of the Comptroller, grade 2 position. The general statement of duties for this position is as follows:

The Town Treasurer receives all money belonging to the Town, pays it out on the order of proper authority and maintains public records of funds received and paid out. The Treasurer is responsible for obtaining maximum return on temporary investments of Town funds and insuring that the cash is safely invested and available when required to meet the Town's financial obligations as appropriate.

This is a responsible position supervising professionals of the Town in regards to its finances. The part time salary of \$7,500 is considerably below market and below the value of services rendered for the position and the incumbent. The difficulty with this position is that if the incumbent were to vacate the position, a new incumbent may not exhibit the same level of performance in the position. Therefore, it is recommended that a \$5,000 performance payment (bonus) be considered as a compensation element. The performance

C. Positions Not Classified (continued)

standards would be established by the Town and be subject to review, revision and/or elimination on an annual basis.

The Registrar of Voters - Republican and Democrat are part time positions each receiving \$2,812 per year. These positions have received increases over the past three years and should continue to receive increases. The Registrar of Voters - Republican is one of the positions mentioned in Section III, subsection F. The incumbent is also the Conservation Secretary.

The Town Welfare Official receives \$12.12 per hour and is scheduled for five hours per week. The incumbent is also the Secretary for the Building and Health Departments accounting for another twenty three and one half hours per week. This incumbent is also mentioned in Section III, subsection F, and like the Registrar of Voters - Republican, the fact that the incumbent occupies two positions within the Town does not have a bearing on the recommendation for the Town Welfare Official. This position is five hours per week and therefore does not represent a full position for purposes of evaluating and grading as part of this structure.

The position of First Selectman receives \$26,749 per year. The hours for this position are varied, some times requiring long hours during the day as well as attending evening meetings. The position serves as the Chief Executive Officer and is responsible for the developing and administering of operating policies in accordance with local ordinances and State statutes. The position is functional and directs and coordinates the work of the Town Departments and agencies. The position also serves as the Purchasing Agent for the Town and the Personnel Officer for the Town. This position is not evaluated as part of the grade system listed above, however, the role of the position is significant and the hours required of the position are more than part time. This position has also received increases over time and it would be appropriate to raise the compensation of the First Selectman's salary to approximately \$32,000, in the subsequent term of office.

IV. ORGANIZATIONAL CHANGE

A. Requirement to Change

The private sector has gone through and is continuing the process of revolutionary change. This change manifests itself in increased competition of local and global basis. The acceleration has been enabled by the information technology now available to the smallest as well as the largest organizations.

Organizations are transforming into new structures that have the following characteristics:

	From	To
Processes	Complex	Simple
Jobs	Narrow	Multi-dimensional
People	Controlled	Empowered
Structure	Hierarchy	Team
Key Figure	Manager	Professional
Axis	Function	Process
Measurement	Activity	Result
Manager	Supervisor	Coach
Executive	Scorekeeper	Leader
Priority	Finances	Operations
Focus	Boss	Customer
Values	Protective	Productive

There are organizational qualities of teamwork, emphasis on value-added and clarity around the focus of the organization (mission). Additionally, quality is defined in terms of sixth Sigma (Motorola), organizations are flatter (four plus levels), functional silos have been replaced with process owners.

As organizations change, continuous learning is a key attribute to support the demands/requirements of the organizational change. Group process techniques grow in importance as people work in teams.

A. Requirement to Change (continued)

The competencies and characteristics of the future manager/leader are as follows:

- Knowledge to manage competition
- Conceptualization to manage competency
- Flexibility to manage adaptability
- Sensitivity to manage teams
- Judgement to manage uncertainty
- Reflection to manage learning

The public sector has also been met with the requirement to change and the impact has been and or will be no less traumatic than what the private sector has experienced. In David Osbornes' book Reinventing Government he talks about concepts of...

"to melt the fat, we must change the basic incentives that drive our governments"

The forms of incentives included compensation. Osborne talks about, what gets measured gets done, and the power of performance measurement. This requires an initial step of a mission statement and desired results to be articulated. Therefore, it follows if you don't measure results, you can't tell success from failure. As B.F. Skinner said, "behavior reinforced will reoccur." If government management measures results, and manages for results, then the compensation plans must reinforce desired outcomes.

VII. PERFORMANCE MANAGEMENT

A. MERIT MATRIX

JULY 1, 1995

... GUIDELINES ...

MERIT MATRIX

		POSITION IN SALARY RANGE		
		Lower 1/3	Middle 1/3	Upper 1/3
P E R F O R M A N C E	1	4% - 7%	4% - 6%	3% - 5%
	2	4% - 6%	3% - 5%	2% - 4%
	3	3% - 5%	2% - 4%	2% - 3%
	4	0 - 2%	0 - 2%	0
	5	0	0	0

PERFORMANCE KEY

- (1) Exceeds all objectives by a wide margin; meets highest standards in every aspect.
- (2) Exceeds most objectives and meets all other objectives.
- (3) Meets objectives and is fully satisfactory in all aspects of the position.
- (4) Meets some objectives but not all.
- (5) Failed to meet objectives.

The merit matrix is a methodology to progress incumbents in their range based on position in the range and performance. The alternative, for July 1, 1995 is to give a general increase and to consider an additional increase for those incumbents below the minimum of their range. This second method is preferred for July 1, 1995 so that a performance based system may be implemented with the appropriate instruction and understanding of application. The merit matrix would then apply on July 1, 1996. If both of these approaches are not responsive to the Town's compensation requirements, other approaches can be developed.

VIII. SUMMATION

An organizational analysis and compensation study are key ingredients in developing and maintaining a sound organization and compensation system. The compensation provided by an organization determines, to a significant degree, its ability to attract and retain quality employees. Additionally, **the attitudes of employees toward the organization can be greatly affected by whether they believe the organization can be greatly affected by whether they believe the organization treats them fairly.** Clearly, compensation is an important component in assessing equitable treatment. As a result, it is important that the organization carefully and accurately describe the work performed by the employees, and determine job classification and appropriate pay for the work.

Furthermore, a valid compensation system is a necessary foundation for a performance driven organization. Similarly, a compensation system is also dynamic, changing to meet the needs of the organization and commensurately paying employees for their contribution.

The methodology and results of a public sector compensation study such as this is usually scrutinized by a wide variety of groups; many of these have a vested interest in the conclusions that will be drawn from the study. As a result, the methods and conclusions must be able to withstand critical reviews from both partisan and non-partisan sources. It is, therefore, necessary to conduct the project in a manner which will assure those affected by its results that the data gathered, and the subsequent conclusions, are both valid and reliable.

This report is respectfully submitted to the Town of Easton.

Respectfully submitted,

William E. McClane

William E. McClane

Management Consultant

APPENDIX A

Position Descriptions

Town of Easton

First Selectman (E)		1
Executive Secretary		2
Treasurer (E)	(F)	3
Comptroller	(F)	4
Payroll Administrator	(F)	5
Accounts Payable	(F)	6
Tax Collector (E)		7
Assistant Tax Collector		8
Registrar of Voters – Republican (E)		9
Registrar of Voters – Democrat (E)		10
Assessor		11
Assessor's Assistant		12
Town Clerk and Registrar of Vital Statistics (E)		13
Assistant Town Clerk		14
Building Official		15
Health Officer		16
Secretary – Health & Building Departments		17
Zoning and Wetlands Enforcement Officer		18
P&Z and ZBA Office Clerk		19
Secretary – Conservation Commission		20
Police Chief	(P)	21
Administrative Assistant	(P)	22
Dispatcher	(P)	23
Records Clerk	(P)	24
Municipal Animal Control Officer	(P)	25
Emergency Medical Technician		26
Director of Parks and Recreation	(PR)	27
Supervisor of Maintenance	(PR)	28
Secretary – Parks & Recreation	(PR)	29
Director, Public Works/Town Engineer	(PW)	30
Highway Superintendent	(PW)	31
Secretary – Public Works	(PW)	32
Senior Center Director		33
Senior Center Driver		34
Municipal Agent for the Elderly		35
Welfare Official *		36
Director of Social Services		37
Custodian		38
Library Director		39
Library Assistant Director		40
Library Assistant I/Secretary		41
Library Assistant II/Circulation		42
Library Assistant III/Interlibrary Loans		43
Library Assistant IV/Children Program		44
Library Assistant IV		45

* The Director of Social Services is the Welfare Official.

(E) Elected positions

JOB DESCRIPTION
TOWN OF EASTON

1

FIRST SELECTMAN

GENERAL STATEMENT OF DUTIES:

Serves as Chief Executive Officer; develops and administers operating policies in accordance with local ordinances and State statutes. Directs and coordinates the work of Town departments and agencies. This position serves as the Purchasing Agent and Personnel Officer for the Town.

SUPERVISION RECEIVED:

Works under the general direction of the Electorate.

SUPERVISION EXERCISED:

Acts as Chief Executive Officer for the Town.

ILLUSTRATIVE DUTIES:

Directs and coordinates the administration of local Government in accordance with policies consistent with State statute, elected boards, Town meetings and local ordinances.

Supervises activities of departments performing functions such as Police protection, fire protection, Public Works, Finance, Public Health, general assistance, Planning and Zoning, Social Services, Parks and Recreation, Senior Services and the like.

Prepares and presents annual operating budget to the Finance Board for their approval. Reviews and monitors expenditures made by department heads for budget compliance.

Conducts studies to determine future needs of the community in areas such as fiscal management, public safety, Public Works, public health and welfare, recreation, and general Government.

Makes proposals to accommodate the orderly growth of the community. Develops short and long range programs and objectives with department heads; recommends policies and strategies to achieve program goals; reviews and evaluates the performance of subordinates in achieving goals. Participates in all facets of labor relations including Chief Negotiator in collective bargaining. Serves as Personnel Officer and Affirmative Action Officer for the Town.

Represents the Town in matters involving State and Federal agency. Works closely with the Town attorney on all legal matters. Acts as principle spokesman for the Town. Prepares grant applications and negotiates agreements with Federal and State officials.

Coordinates and supervises projects with private consultants, manages major building projects for the Town.

Provides consultation and administrative support directly through subordinates to various Town Boards and Commissions.

Prepares a wide variety of reports and is responsible for coordinating information required for publication of Annual Report.

Receives and reviews complaints and inquiries from the general public concerning any activity of local government and refers problems to appropriate departments for proper action to be taken.

Acts as Purchasing Agent for the Town.

Performs related work as required.

This job description is not, nor is it intended to be, a complete statement of all duties, functions and responsibilities which comprise this position.

(Revised, 12-30-94)

**JOB DESCRIPTION
TOWN OF EASTON**

2

EXECUTIVE SECRETARY

GENERAL STATEMENT OF DUTIES:

Performs general administrative and secretarial duties in Selectman's Office. Uses considerable judgment and discretion in making calendar appointments, handling correspondence and generally supervising the efficient operation of the administration office. There is frequent personal contact with the general public.

SUPERVISION RECEIVED:

Works under the general direction of the First Selectman.

SUPERVISION EXERCISED:

Manages the office operations. Acts in the First Selectman's behalf while carrying out various administrative duties.

ILLUSTRATIVE DUTIES:

Takes dictation and transcribes letters, reports, minutes and other communications. Acts as secretary to Board of Selectman and takes minutes for First Selectman meetings as required.

Makes calendar appointments and handles executives' personal schedule. Examines tasks of Selectman's office in order to reduce unnecessary tasks.

Responsible for administrative work of Selectman's Office as assigned. Compiles, edits and types various reports.

Responsible for upkeep of voters list, jury list; town meeting notices in newspaper; processes post cards for mailing.

Greets public and puts visitors and callers at ease. Directs calls and questions to appropriate department. Maintains, under supervision, records and files related to the Office of the Chief Executive, minimizing these within statutes.

Processes all Town bids, assists First Selectman in the purchasing for Town, prepare purchase orders and input in the computer vendor list.

Performs secretarial duties of Fire Marshall's Office and Fire Commission.

Performs related duties as required.

MINIMUM QUALIFICATIONS

KNOWLEDGE, SKILL AND ABILITIES:

Excellent secretarial and communication skills.

Working knowledge of office procedures, practices and equipment.

Ability to deal with people at all levels in a pleasant and courteous manner. Good organizational skills. Freedom to work extra time as necessary to complete tasks.

Ability to maintain confidentiality is essential.

Must have a thorough knowledge of the responsibilities of each department and a good understanding of the process of local government.

Ability to plan and devise office procedures and to supervise or perform clerical operations. Ability to make decisions independently in accordance with rules, procedures and policies.

Ability to devise and maintain complex records, to assemble and organize data and to prepare reports from such material.

This job description is not, nor is it intended to be, a complete statement of all duties, functions and responsibilities which comprise this position.

(Revised, 11-15-94)

**JOB DESCRIPTION
TOWN OF EASTON**

2

EXECUTIVE SECRETARY

KNOWLEDGE, SKILL AND ABILITIES: (cont.)

Ability to establish effective working relationships with others and to deal effectively with the public.

EXPERIENCE AND TRAINING:

An Associate Degree from an accredited College or University in an Executive Secretarial program or related field and at least two (2) years of responsible secretarial experience, with preferred experience at the executive secretarial level. Prior supervisory experience preferred. OR, any equivalent combination of experience and training which provides a demonstrated potential for performing the duties of the position.

**JOB DESCRIPTION
TOWN OF EASTON**

3

TREASURER

GENERAL STATEMENT OF DUTIES:

The Town Treasurer receives all money belonging to the Town, pays it out on the order of proper authority, and maintains public records of funds received and paid out. The Treasurer is responsible for obtaining maximum return on temporary investments of Town funds and insuring that the cash is safely invested and available when required to meet the Town's financial obligations as appropriate.

SUPERVISION RECEIVED:

Works under the general direction of the First Selectman.

SUPERVISION EXERCISED:

Directs the Comptroller and provides general direction to the Bookkeeper/Computer Operator and the Accounts Payable Clerk.

ILLUSTRATIVE DUTIES:

Receives all monies belonging to the Town and makes payments on the order of proper authority. Responsible for cash management, forecasting cash, determining cash flow.

Coordinate cash disbursements and investing activities.

Participate in the budget process and assist in the preparation of the Town's annual revenue budget.

Invest Town funds obtaining the maximum return on temporary investments of Town funds and insuring that the cash is safely invested and available when required to meet the Town's financial obligations.

Plans, directs and manages the marketing of bond issues and the proper record keeping of all Town debt. Debt prospectus preparation and deal with bond counsel. Work with the Board of Finance on policy issues. The Treasurer is the signatory for the Town and the Board of Ed checks after proper review.

Receives and pays out all Town funds in compliance with the Connecticut General Statutes. Performs the position of Town Treasurer in accordance with all Connecticut general Statutes.

Performs related work as required.

MINIMUM QUALIFICATIONS

KNOWLEDGE, SKILL AND ABILITIES:

Considerable knowledge of the principles and practices of governmental accounting, auditing, and public finance administration, including knowledge of municipal bond market and laws relating to municipal bond issues and debt management.

Considerable ability in concise written and oral expression.

Considerable ability in mathematics of financial management.

Ability to effectively interpret State and Federal laws and regulations pertaining to municipal finance management including accounting. Thorough knowledge of all Connecticut General Statutes pertaining to Town Treasurer position.

Ability to develop short and long term financial plans and programs. Ability to establish and maintain effective working relationships with superiors, subordinates, associates, auditors, banks, contractors, officials of other agencies and the general public.

This job description is not, nor is it intended to be, a complete statement of all duties, functions and responsibilities which comprise this position.

(Revised, 12-15-94)

**JOB DESCRIPTION
TOWN OF EASTON**

4

COMPTROLLER

GENERAL STATEMENT OF DUTIES:

This is specialized professional, responsible, technical work involving accounting and reconciliation of the Town's operating accounts. Work involves immediate responsibility for maintaining the Town's system of accounts, general fund, general ledger and all subsidiary ledgers for each fund and all special funds; develop and maintain a complete system of internal auditing controls. Work requires the application of professional accounting techniques to a variety of work situations. Work involves supervision of employees engaged in processing documents, posting payroll and a variety of related clerical duties.

SUPERVISION RECEIVED:

Works under the general direction of the Treasurer, the Board of Finance and the First Selectman.

SUPERVISION EXERCISED:

Supervise Bookkeeper/Computer Operator and Accounts Payable Clerk.

ILLUSTRATIVE DUTIES:

Assist in planning, organizing, directing, and reviewing general procedures, methods and results of budget preparation and execution, revenue collections, payroll administration, accounting, and auditing work.

Performs, oversees, and coordinates special fund accounting with the general accounting system.

Supervises issuance of checks for payment of validated invoices and payroll and reconciliation of bank statements including the Board of Education checks.

Monitor budgetary expenditures.

On a timely basis, review general ledger accounts and subsidiary ledgers including tax collector's ledgers. Coordinate data processing function.

Attend meetings of the Board of Finance, Pension and Employee Benefits Commission and Insurance Commission, preparing agendas, typing and filing minutes of these boards and commissions on a timely basis.

Maintain pension, insurance, workers' compensation, fixed asset and personnel records.

Prepare the Town budget and related information as requested by the Board of Finance. Responsible for compiling, printing and delivery of annual Town report for the Board of Finance.

Responsible for cash management investment under the general direction of the Treasurer. Forecast cash requirements for optimum investment timing.

Prepare entries and schedules for year end audit; financial reports and statements; personnel/payroll data for collective bargaining; State and Federal reporting; and miscellaneous requests for data as necessary. Coordinates the annual financial audit, working closely with the Town auditors.

Prepares and/or supervises the review and verification of complex financial documents, reports, and statements, including applications and financial reports relating to State and Federal grants.

Initiates changes in procedures and assists in the installation of new accounting systems including elements of internal control.

Performs related work as required.

This job description is not, nor is it intended to be, a complete statement of all duties, functions and responsibilities which comprise this position.

(Revised, 12-15-94)

**JOB DESCRIPTION
TOWN OF EASTON**

5

PAYROLL ADMINISTRATOR

GENERAL STATEMENT OF DUTIES:

This is a responsible confidential professional position responsible for the preparation of the payroll, maintaining personnel records, benefit enrollment, maintaining daily cash journals, preparation of State and Federal reports related to wages taxes; prepares employee benefit billings, interfaces with insurance providers, monitors claim handling and insurance performance.

SUPERVISION RECEIVED:

Works under the general direction of the Comptroller.

SUPERVISION EXERCISED:

None.

ILLUSTRATIVE DUTIES:

Prepare weekly payroll for all Town employees and issue checks, maintain personnel records including all records pertaining to payroll; maintain accurate salary, deductions, benefits and tax deductions.

Administers employee benefits in accordance with Union contracts or employee handbook. Prepare employee benefit billings on a monthly basis for payment. Consult with employees and retirees regarding pension and other benefit plans.

Responsible for monitoring and handling claims for the Town insurance including liability, bonding, Workers' Compensation. Attend meetings of the Insurance Commission, prepare agendas, type and file minutes on a timely basis.

Maintain daily cash journals. Do financial wires for the Treasurer as directed by the Controller. Collect Town revenue and make deposits in bank on a weekly basis.

Prepare all State and Federal reports and make deposits related to wages/taxes on a weekly, quarterly and annual basis. Reconcile bank statement including Board of Education.

Maintain and prepare reports for Auditor on fixed assets, assist Controller as appropriate including filling in at Board of Finance meetings. On occasion fills in for the Accounts Payable/ Receptionist position.

Performs a variety of administrative and office duties including troubleshooting computer programs, ~~utilizing the computer to prepare Town mailings for public meetings and labels for other Town organizations~~, responsible for ordering office supplies, purchase orders, checks, handling petty cash and the like.

Provides information to the public and assists the First Selectman with Freedom of Information requests.

Performs related work as required.

MINIMUM QUALIFICATIONS

KNOWLEDGE, SKILL AND ABILITIES:

Knowledge of payroll practices, accounting principles, modern public personnel administration and knowledge of Federal, State and local laws, ordinances, regulations and policies relating to the function.

Thorough knowledge of benefit programs offered to non bargaining unit and bargaining unit personnel.

This job description is not, nor is it intended to be, a complete statement of all duties, functions and responsibilities which comprise this position.

(Revised, 12-30-94)

**JOB DESCRIPTION
TOWN OF EASTON**

6

ACCOUNTS PAYABLE/RECEPTIONIST FOR FIRST SELECTMAN

GENERAL STATEMENT OF DUTIES:

The Accounts Payable position for the processing of purchase orders in accordance with established procedures, generating monthly budget reports, reconciling monthly bank statements and reconciling cash for all Selectman's accounts. Receives visitors entering Town Hall; attends Board of Selectman meetings and take the minutes for the meeting.

SUPERVISION RECEIVED:

Works under the general direction of the First Selectman and the Comptroller.

SUPERVISION EXERCISED:

None.

ILLUSTRATIVE DUTIES:

Review all purchase orders to insure compliance with established procedures. Process purchase orders, verifying account numbers, amount totals, signatures, proper approvals and the like. Process payment through computer and obtain proper authorization on checks and distribute. Maintain a file of paid purchase orders.

Generate monthly budget reports for all departments and reconcile discrepancies that are evident and review accounts with departments.

Reconcile monthly bank statements.

Reconcile cash for all of the Selectman's accounts with appropriate receipts and make deposit sheet for the Treasurer.

Receive cash from departments as appropriate and make deposits to banks. Perform a variety of administrative duties such as reconcile monthly postage charges for each department, issue permits and Police vehicle registration cards and stickers, receive, sort and distribute all incoming, etc.

~~Attend the Board of Selectman's meetings, take minutes, type and file minutes with the Town Clerk.~~ Fill in for the Payroll Administrator as required; assist Comptroller in compiling account balances and miscellaneous duties as assigned.

Receive visitors to Town Hall and direct visitors to the appropriate personnel and/or departments. Answer and direct all incoming calls to Town Hall; provide general information as required.

Performs related work as required.

MINIMUM QUALIFICATIONS

KNOWLEDGE, SKILL AND ABILITIES:

Knowledge of office management and techniques; knowledge of bookkeeping, filing, and typing. Considerable ability to deal cooperatively, effectively and courteously with the public and other employees.

Proficiency in verbal and written communication as evidenced by prior work experience and training.

Basic knowledge of payroll practices, accounting principles, personnel policies and procedures and knowledge of data processing techniques involved in municipal accounting.

Ability to analyze and evaluate accounting and reconciliation problems, and organize and develop related data.

This job description is not, nor is it intended to be, a complete statement of all duties, functions and responsibilities which comprise this position.

(Revised, 12-30-94)

**JOB DESCRIPTION
TOWN OF EASTON**

7

TAX COLLECTOR

GENERAL STATEMENT OF DUTIES:

The Tax Collector is responsible for the collection of all real estate, personal property and motor vehicle taxes and the maintenance of all records to insure proper accounting of funds.

SUPERVISION RECEIVED:

Works under the general direction of the First Selectman.

SUPERVISION EXERCISED:

Supervises the Assistant Tax Collector.

ILLUSTRATIVE DUTIES:

Supervises the preparation and mailing of tax bills, and the collection of current and delinquent taxes in accordance with State statutes.

Responsible of the tax collection of real estate tax, motor vehicle tax, personal property tax and special assessments.

Prepares tax liens and lien releases.

Prepares periodic reports for the First Selectman, Comptroller, State Tax Commissioner and the Board of Finance.

Generates reports necessary for collection enforcement of delinquent accounts.

Investigates tax complaints and determines adjustments, if appropriate.

Prepares and publishes information regarding tax matters for the public.

Processes Elderly Tax Relief applications and allocates qualified deductions to real estate tax.

Performs related work as required.

MINIMUM QUALIFICATIONS

KNOWLEDGE, SKILL AND ABILITIES:

Thorough knowledge of State statutes and Town regulations governing the collection of taxes.

Knowledge of municipal accounting principles and practices.

Ability to establish and maintain effective working relationships and to plan and supervise the work of others.

Ability to deal firmly and fairly with the general public and to exhibit good judgement in tax collection problems.

EXPERIENCE AND TRAINING:

A Bachelors Degree from an accredited College of University in Accounting, Business Administration or Public Administration and three (3) years experience in tax collection, accounting or related work. OR, any equivalent combination of experience and training which provides a demonstrated potential for performing the duties of the position.

**JOB DESCRIPTION
TOWN OF EASTON**

8

ASSISTANT TAX COLLECTOR

GENERAL STATEMENT OF DUTIES:

Assists the Tax Collector in all aspects of the Tax Collector's duty including the collection of all taxes and the maintenance of all records to insure proper accounting of funds.

SUPERVISION RECEIVED:

Works under the general direction of the Tax Collector.

SUPERVISION EXERCISED:

None.

ILLUSTRATIVE DUTIES:

Assists in the preparation and mailing of tax bills, real estate, personal property and motor vehicle, and the collection of current and delinquent taxes in accordance with State statutes.

Process tax payments made to the Town. Provides information on tax data to attorneys, banks and tax payers, etc. Responds to all tax inquiries by tax payers concerning their accounts. Research back taxes and advise Tax Collector of status.

Investigate tax complaints and determine adjustments under the direction of the Tax Collector.

Records new and changed tax information. Prepares tax liens and lien releases. Reconciling and preparing deposits.

Prepare special reports; assist the Tax Collector on periodic reports for the First Selectman, Comptroller and State Tax Commissioner and the Board of Finance.

Performs related work as required.

MINIMUM QUALIFICATIONS

KNOWLEDGE, SKILL AND ABILITIES:

Knowledge of State statutes and Town regulations governing the collection of taxes and special assessments.

Knowledge of municipal accounting principles and practices.

Ability to establish and maintain effective working relationships and the ability to deal tactfully, effectively and impartially with property owners and the public.

Ability to deal firmly and fairly with the general public and to exhibit judgement in tax collection problems.

EXPERIENCE AND TRAINING:

Associates Degree from an accredited College or University in Accounting, Business Administration or Public Administration and State certification, C.C.M.C.I.: Introduction to Connecticut tax collection administration and law plus one (1) year experience in a municipal office preferably tax collection. OR, any equivalent combination of experience and training which provides a demonstrated potential for performing the duties of the position.

**JOB DESCRIPTION
TOWN OF EASTON**

9

REGISTRAR OF VOTERS - REPUBLICAN

GENERAL STATEMENT OF DUTIES:

This is administrative work performing the registration of voters verifying data provided, preparation of official list of electors and conducting canvassing of electors on an annual basis. Administers all elections, primaries and referenda, including appointment and training of all election officials.

SUPERVISION RECEIVED:

Works under the administrative general direction of the First Selectman within the governing laws, regulations and ordinances.

SUPERVISION EXERCISED:

Provides general direction on occasion to Assistant Registrar, Moderator, Machine Mechanic, Machine Examiner, Checkers and Machine Tenders.

ILLUSTRATIVE DUTIES:

Conducts open registration sessions, verifying data provided where required, and the preparation of the official list of Electors and maintenance of all files under the statutes. Conduct annual canvasses of Electors.

Administration of all elections, primaries and referenda, including appointment and training of all election officials.

Respond to all inquiries from the Federal and State government, the Selectman, Town Clerk, Town Committees and citizens on any matter pertaining to registration of voters or elections, primaries or referenda.

Maintain current knowledge of impending and new legislation that impacts the office, maintaining close liaison with the Town Clerk on matters concerning registration of voters and elections. Develop methods and procedures to ensure the voting rights of all citizens in the town.

Prepare and implement new statutes concerning computerization and networking of voter data between local communities and the State and Federal Government.

Preparation and presentation of budgets for annual expenditures. Attend meetings called by the Secretary of the State and meetings of the Registrar of Voters Association of Connecticut.

Certifies and reports on election process activities; registers voters, prepares content of ballot, instructs election officials and administers oaths; issues voter registration cards.

Performs related work as required.

MINIMUM QUALIFICATIONS

KNOWLEDGE, SKILL AND ABILITIES:

Knowledge of statutes that govern the registration of voters and the election process.

Ability to assemble and prepare statistical data and reports.

Thorough ability to compile, canvass and maintain current and up to date records of voter registration, elections, primaries or referenda.

Ability to establish and maintain effective working relationships with associates, other agencies, and the general public.

This job description is not, nor is it intended to be, a complete statement of all duties, functions and responsibilities which comprise this position.

(Revised, 12-30-94)

**JOB DESCRIPTION
TOWN OF EASTON**

10

REGISTRAR OF VOTERS - DEMOCRAT

GENERAL STATEMENT OF DUTIES:

This is administrative work performing the registration of voters verifying data provided, preparation of official list of electors and conducting canvassing of electors on an annual basis. Administers all elections, primaries and referenda, including appointment and training of all election officials.

SUPERVISION RECEIVED:

Works under the administrative general direction of the First Selectman within the governing laws, regulations and ordinances.

SUPERVISION EXERCISED:

Provides general direction on occasion to Assistant Registrar, Moderator, Machine Mechanic, Machine Examiner, Checkers and Machine Tenders.

ILLUSTRATIVE DUTIES:

Conducts open registration sessions, verifying data provided where required, and the preparation of the official list of Electors and maintenance of all files under the statutes. Conduct annual canvasses of Electors.

Administration of all elections, primaries and referenda, including appointment and training of all election officials.

Respond to all inquiries from the Federal and State government, the Selectman, Town Clerk, Town Committees and citizens on any matter pertaining to registration of voters or elections, primaries or referenda.

Maintain current knowledge of impending and new legislation that impacts the office, maintaining close liaison with the Town Clerk on matters concerning registration of voters and elections. Develop methods and procedures to ensure the voting rights of all citizens in the town.

Prepare and implement new statutes concerning computerization and networking of voter data between local communities and the State and Federal Government.

Preparation and presentation of budgets for annual expenditures. Attend meetings called by the Secretary of the State and meetings of the Registrar of Voters Association of Connecticut.

Certifies and reports on election process activities; registers voters, prepares content of ballot, instructs election officials and administers oaths; issues voter registration cards.

Performs related work as required.

MINIMUM QUALIFICATIONS

KNOWLEDGE, SKILL AND ABILITIES:

Knowledge of statutes that govern the registration of voters and the election process.

Ability to assemble and prepare statistical data and reports.

Thorough ability to compile, canvass and maintain current and up to date records of voter registration, elections, primaries or referenda.

Ability to establish and maintain effective working relationships with associates, other agencies, and the general public.

This job description is not, nor is it intended to be, a complete statement of all duties, functions and responsibilities which comprise this position.

(Revised, 12-30-94)

**JOB DESCRIPTION
TOWN OF EASTON**

13

TOWN CLERK and REGISTRAR OF VITAL STATISTICS

GENERAL STATEMENT OF DUTIES:

The Town Clerk has full legal responsibility, under the State Statutes, for administration and management process specific to land records, elections, vital statistics, licensing and various other municipal records with State statutes, Federal regulations and local ordinances; is custodian of the Seal of the Town of Easton.

SUPERVISION RECEIVED:

Works under the general direction of the First Selectman.

SUPERVISION EXERCISED:

Supervises Assistant Town Clerk(s).

ILLUSTRATIVE DUTIES:

Supervises the recording of land record documents, including indexing and microfilming and provides security copies of film for storage. Certifies and affixes the Town seal to documents requiring certification. Responsible for preparing elections, including training session for instruction of election officials, issuance of absentee ballots for local, overseas and service electors; certain aspects of the election process such as printing of sample ballot labels, strips for voting machine; supplies for Moderators and recording of election results and appointments of all Town officials.

Administers oaths and processes required notifications to the Secretary of the State. Registers voters and issues Voter Identification Cards. Acts as a member of the Board for Admissions of Electors, for appeal purposes only. Acts as Clerk of the Town Meeting; Mails Calls, Resolutions, Minutes and Reports.

Acts as Clerk of the Pension Board for the Police, Fire and Highway Departments. Publishes legal notices. Ordinances for the Town of Easton. As provided in the Freedom of Information Act, will make copies as appropriate. The Town Clerk is required to file notices, agendas and minutes of Boards and Commissions. Supervises the filing, indexing and microfilming of vital statistics.

Issues marriage licenses and certified copies of birth, marriage, death certificates and burial and cremation permits.

Issues licenses: dog and fish & game. Closing out sales. Serves as Notary Public, issues Certificates of Authority; records Notary Certificates and appointments; processes Notary applications.

Accepts Service for the town in any law suit filed against the Town of Easton. Maintains surveys & maps; trade name registration; Veterans Discharge Certificates; Zoning regulations; Warranty Lists and Conveyance Tax Forms.

Keeps accurate bookkeeping records on all Town Clerk's fees including Conveyance Tax for the Town and collects Conveyance Tax on land sales for the State Tax Commission.

Performs related work as required.

MINIMUM QUALIFICATIONS

KNOWLEDGE, SKILL AND ABILITIES:

The Town Clerk Must have knowledge of statutes and ordinances relating to the powers and duties of the office of Town Clerk.

The ability to establish and maintain effective working relationships with Town officials, associates, and the public.

This job description is not, nor is it intended to be, a complete statement of all duties, functions and responsibilities which comprise this position.

(Revised, 11-15-94)

**JOB DESCRIPTION
TOWN OF EASTON**

14

ASSISTANT TOWN CLERK

GENERAL STATEMENT OF DUTIES:

Responsible for indexing, as well as all general duties of the Town Clerk's Office. Process specific to land records, elections, vital statistics, licensing and various other municipal records with state statutes, Federal regulations and local ordinances.

SUPERVISION RECEIVED:

Works under the immediate supervision of the Town Clerk.

SUPERVISION EXERCISED:

None.

ILLUSTRATIVE DUTIES:

INDEXING: Responsible for indexing hunting and fishing licenses on computer; prepares legal documents for indexing by recording, receiving, volume and paging, entering into computer, checking for accuracy and returning to recorder of such legal documents. Receives maps, makes file cards and records and State wet land maps. Receives and prepares deeds for photographing and placement in permanent record books and microfilming. Keeps records of Town Ordinances by number and file and sends them out for codification. Makes index for tax liens.

GENERAL DUTIES: Receives all legal documents over the counter, military discharges, names of registered voters, maps, trade name certificates and agendas and minutes of various committees; issues transits, dog licenses, hunting and fishing licenses; computes and collects municipal and State conveyance taxes; is assistant registrar of vital statistics and voters; is responsible for taking monies for all of the above functions. Responsible for indexing birth and death certificates and marriage licenses. Issues absentee ballot applications prior to elections and can assist in tabulating election returns. Performs general clerical duties such as typing, filing, answering telephone calls; deals with laws and State Statutes on a daily basis; responsible for answering numerous inquiries from the public; cash-out at the end of day and balances daily receipts; responsible for compiling information for State I.D. cards. Registers voters and changes voters affiliation and the like, notifies other towns and states of new voter address changes. Performs other related duties as required.

MINIMUM QUALIFICATIONS

KNOWLEDGE, SKILL AND ABILITIES:

Some knowledge of State laws and ordinances governing the powers and the duties of the Town Clerk.

Ability to make decisions in accordance with established policies, laws, ordinances and regulations.

Ability to deal with the public cooperatively, effectively, courteously as well as with other employees.

Ability to understand written and oral instructions.

Ability to assume responsibility and to exercise independent judgement in the performance of assigned duties, some of which may be of a confidential nature.

Knowledge of deeds, mortgages, liens, releases, attachments and other legal instruments used in connection with ownership or changes in status of property.

Must be computer literate.

Accuracy in typing and other standard equipment.

This job description is not, nor is it intended to be, a complete statement of all duties, functions and responsibilities which comprise this position.

(Revised, 11-15-94)

**JOB DESCRIPTION
TOWN OF EASTON**

15

BUILDING OFFICIAL

GENERAL STATEMENT OF DUTIES:

This very responsible administrative and technical work responsible for the enforcement of and compliance with the Connecticut State Building Code, the National Electric Code, and the National Plumbing Code. Performs and supervises complex and important inspectional duties involving the consistent exercise of judgment and discretion. Work involves responsibility for the Building Inspection. Duties include assistance in the recommendation of departmental policy, in departmental planning, and the direction and administration of division activities. The position is also invested with making technical decisions and with making the most difficult building inspection decisions.

SUPERVISION RECEIVED:

Works under the general direction of First Selectman.

SUPERVISION EXERCISED:

Directs secretarial office staff.

ILLUSTRATIVE DUTIES:

As Building Official, direct and evaluates the inspection of residential and commercial construction according to established standards.

Reviews technical specifications of projects for conformance with codes and accepted public works principles and practices. Interact with Department Heads in setting policy and procedure in code enforcement.

Conducts all field inspections for new construction, alterations and additions for compliance with Building, Plumbing and Electrical Codes. Institutes legal action against violators. Responsible for investigation of all fire-damaged buildings. Prepares Building Department budget for review and approval by the First Selectman, and is responsible for operating with approved framework.

Prepares monthly reports for review and approval by the First Selectman. Issues certificates authorizing occupancy of completed buildings upon determination that all proper permits have been approved. Investigate unauthorized work, unsafe conditions, and other compliance.

Assist the Town as Construction Engineer in selecting architects for major municipal projects. Prepare contract documents and assist the Town in administering contracts.

Handicap Compliance Officer -- responds to complaints in reference to handicap accessibility to public buildings.

Demolition Officer -- issues demolition permit after applicant has met all State and local requirements.

Analyzes plans for review as necessary in conjunction with the Fire Marshall's Office. Examines plans for new construction, additions and alterations and determines compliance with Code requirements. Upon acceptance of proper applications, issues permits and supervises the collection of fees for applicable permits for building, plumbing, heating, electrical, cooling and other mechanicals, signs and swimming pools. Responsible for maintenance of all legal records; supervises clerical staff in the maintenance of records pertaining to fees, inspections and reinspections.

Performs other related duties as required.

**JOB DESCRIPTION
TOWN OF EASTON**

16

HEALTH OFFICER

GENERAL STATEMENT OF DUTIES:

This is very responsible administrative and technical work responsible for the issuing of licenses for day care centers, food service establishments and permits for well and septic systems.

Performs and supervises complex and important inspectional duties involving consistent exercise of judgement and discretion. Duties include septic system design reviews and approvals, soil testing for new construction and septic system repair. Responding to public health complaints and inquiries.

SUPERVISION RECEIVED:

Works under the general direction of the First Selectman.

SUPERVISION EXERCISED:

Directs the Health Department Office Clerk.

ILLUSTRATIVE DUTIES:

Responsible for the enforcement and administration of the Connecticut Public Health Codes and related health and environmental statutes, regulations and Town health codes and regulations.

Works independently, performs inspections, reviews and enforcement duties; plans and organizes work according to determine priorities and established procedures; reviews applications for new or improved buildings and site development plans, including well, subsurface sewage disposal systems and subdivisions, to insure conformance with health and environmental regulations.

Reviews applications for installation of subsurface sewage disposal systems and wells; inspects subsurface sewage systems and progress, at completion and in use; performs sanitary inspections of business and commercial properties including restaurants, food stores, recreational areas, including beaches, schools and health facilities.

Reviews plans for new or improved buildings and site development to insure conformance with health and environmental regulations; assist the public in applying for, and meeting requirements of various health licenses; issues permits, collects and records fees.

Inspect and licenses day care centers and food service establishments. Investigates complaints of unhealthy or unsanitary conditions and enforces compliance with regulations; collects samples for water, air, food, soil, etc., for analysis, and interprets results for use as necessary.

Provides instruction in proper sanitary procedures through inspections and related educational programs. Prepares statistical and narrative reports for the First Selectman and coordinates department activities with other Town departments. Participates in public health programs to maintain health standards or to eliminate potential health hazards.

Participates in emergency preparedness activities to be able to respond to emergencies, disasters, etc. Participates in on-going professional education and training.

Organizes and maintains files on inspection, review and application work; responds to complaints, records disposition and reports results to supervisor and public as needed; conducts sewer avoidance studies.

Performs related work as required.

**JOB DESCRIPTION
TOWN OF EASTON**

17

SECRETARY - HEALTH AND BUILDING DEPARTMENTS

GENERAL STATEMENT OF DUTIES:

Performs general secretarial and clerical work for the Health and Building Departments. Adheres to all Town, State and Federal Health and Building regulations and statutes. Advises and consults the Health Director and the Building Official.

SUPERVISION RECEIVED:

Works under the general direction of the Health Director and the Building Official.

SUPERVISION EXERCISED:

None.

ILLUSTRATIVE DUTIES

Building Department:

Review all paperwork with building contractors and/or homeowner required prior to applying for a building permit; insure that paperwork is in order for the Building Official.

Process building application following Planning and Zoning and Conservation approval and type building permits and make a file for the Building Official to review. Compute fees for building permit, contact applicant for approval and fees.

Maintain records of inspections and all mechanical permits and certified plot plans pertaining to the building permit. Process electrical, plumbing, heating and air conditioning permits. Review applicants licenses with State issued license books.

Make appointments for the Building Official for inspections and any other required meetings.

Prepare fees-deposits and report to the Treasurer. Prepare and type monthly building report for distribution to various departments and newspapers, monthly Washington Census Report, Dodge Reports, Annual Report and Certificate of Occupancy.

Type correspondence, maintain files, handle the phone calls and inquiries pertaining to the Building Department. Maintain a running balance of accounts for the budget.

... Performs related work as required.

Health Department:

Types all correspondence for the Health Officer and maintains files of the department, handles phone calls and responds to inquiries pertaining to the Health Department. Set-up appointments for Health Officer relative to test hole inspections as well as other meetings.

Process and type Septic Permits for new and repair applications; process and type Well Permits.

Review and verify State license books for applicant's license. Maintain health files, and completed Well Reports. Make copies of records requested by the public. Type and file permits to discharge. Prepare fees, deposits and reports to Treasurer, maintain a running balance of accounts for the Health Department budget.

Performs related work as required.

MINIMUM QUALIFICATIONS

KNOWLEDGE, SKILL AND ABILITIES:

Knowledge of business English, commercial arithmetic and procedures and policies of the Departments.

Knowledge of modern office practices, procedures and equipment. Must be computer-literate.

This job description is not, nor is it intended to be, a complete statement of all duties, functions and responsibilities which comprise this position.

(Revised, 12-31-94)

**JOB DESCRIPTION
TOWN OF EASTON**

19

P&Z AND ZBA OFFICE CLERK

GENERAL STATEMENT OF DUTIES:

Performs general office and clerical work including dispensing and receiving all application documents throughout the application process, taking and preparing meeting minutes, maintaining files, preparing and typing all notifications and correspondence.

SUPERVISION RECEIVED:

Works under the general direction of the Chairman of Commissions and the Zoning Enforcement Officer.

SUPERVISION EXERCISED:

None.

ILLUSTRATIVE DUTIES:

Provide application forms and materials and other information to applicants or general public. Assists in the preparation of permit applications for the Zoning Enforcement Officer, maintain files and research information required for the permit application.

Dispense and receive all documents throughout the application process, assist the applicants as required. Coordinate and type all notifications of required parties.

Prepare and type public notices for public hearings. Receive mail and act on as appropriate; prepare and type correspondence. Coordinate agendas for the Commission; take and prepare minutes for the Commission, transcribe tape on request.

Maintain permanent files; data input of comprehensive inventory of all lots; legal research of maps and deeds for lot line changes and simple divisions; title search for simple divisions; files documents on land records for the Commission.

Collects application fee as required by Commission or Town administration. Greet general public and refer to appropriate personnel or department. Performs general office work such as typing, filing and maintaining office inventory, ordering office supplies and other materials as needed by the department.

Performs related work as required.

MINIMUM QUALIFICATIONS

KNOWLEDGE, SKILL AND ABILITIES:

Knowledge of business English, commercial arithmetic and procedures and policies of the Departments. Knowledge of modern office practices, procedures and equipment. Must be computer-literate.

Ability to plan and devise office procedures and perform clerical operations; ability to make decisions independently in accordance with rules, procedures and policies.

Ability to devise and maintain complex records to assemble organized data and to prepare reports from such material.

Ability to establish effective working relationship with others and to deal effectively with the public.

EXPERIENCE AND TRAINING:

High school graduate or equivalent with some experience in bookkeeping, clerical, secretarial or related experience. OR, any equivalent combination of experience and training which provides a demonstrated potential for performing the duties of the position.

This job description is not, nor is it intended to be, a complete statement of all duties, functions and responsibilities which comprise this position.

(Revised, 12-30-94)

**JOB DESCRIPTION
TOWN OF EASTON**

20

SECRETARY - CONSERVATION COMMISSION

GENERAL STATEMENT OF DUTIES:

Performs general secretarial and clerical work for the Conservation Commission. Adheres to all Town, State and Federal environmental regulations and statutes, advises and consults with the Conservation Commission concerning all conservation of environmental matters.

SUPERVISION RECEIVED:

Works under the general direction of the Chair Person Conservation Commission.

SUPERVISION EXERCISED:

None.

ILLUSTRATIVE DUTIES:

Submit all reports required to the Town Clerk, maintain liaison with the Town Planning and Zoning on matters affecting wetlands, keep Chair Person of Conservation Commission informed on all matters of interest and maintain communications with Commission members on matters pertinent to current business.

Maintains knowledge of current relations pertaining to Inland and Wetlands and reply to inquiries from home owners, builders, real estate agents, State regulatory agencies and the like. Receive and record all applications for permits, collect and record fees, prepare copies for all Commission members.

Attend all meetings of Conservation Commission, record minutes and transcribe minutes for approval at the next meeting, maintain official files of recordings.

Prepare letters of approval/denial specifying in detail all special conditions specified by the Conservation Commission. Prepare and send notices of expiration of permits when required in all Cease and Desist Notices issued by Commission.

Prepare and send all monthly and quarterly reports required by the State Regulatory Authority, including reports on all applications and funds received.

Prepare and publish agenda for all Commission meetings, keep all open files current and store complete files in accordance with State regulations.

Performs related work as required.

MINIMUM QUALIFICATIONS

KNOWLEDGE, SKILL AND ABILITIES:

Knowledge of Town, State and Federal regulations concerning conservation and environmental protection. Some knowledge of land use techniques and construction processes.

Some knowledge of environmental regulations and practices. Some knowledge of appropriate local State and Federal law and the ability to comprehend them.

Ability to establish and maintain effective working relationships with Conservation Commission associates, officials of other agencies and the general public.

EXPERIENCE AND TRAINING:

High school graduate of the equivalent and one (1) year of experience in municipal government or related field. OR, any equivalent combination of experience and training which provides a demonstrated potential for performing the duties of the position.

**JOB DESCRIPTION
TOWN OF EASTON**

22

ADMINISTRATIVE ASSISTANT

GENERAL STATEMENT OF DUTIES:

A highly responsible position; acts as Secretary to the Police Chief; performs general secretarial and office management responsibilities relative to drafting correspondence, documents, transcriptions, typing, filing and record maintenance. Performs duties of a highly confidential nature.

SUPERVISION RECEIVED:

Works under the direction of the Police Chief.

SUPERVISION EXERCISED:

May oversee any assigned employee in the office as directed by the Police Chief as well as Department Clerk and Dog Warden.

ILLUSTRATIVE DUTIES:

Supervises, coordinates and performs clerical tasks and functions. Acts as recording secretary to the Board of Police Commissioners. Maintains records and transcribes minutes of meetings and correspondence of the Board of Police Commissioners.

Performs general administrative duties such as; receive and check police applications, administers police bids, works on annual report, keeps inventory of fixed assets; administers special services and extra duty relative to schedule, hours worked, billing and accounts receivable; manages petty cash.

Maintains strict confidence.

Reports and advice on performance of training hours; police work records; vacation, sick days, personal days, etc.; maintains records for overtime of special services, special officers, receipts, monthly police mileage and the like.

Prepares weekly vouchers and payroll; keeps payroll records and sick time records and types departmental daily bulletin affidavit; oversees office operations in the absence of Chief; types, files, operates computer, composes letters, orders office supplies.

Assists in the preparation of department budget, records daily attendance, collects fees and mails delinquent notices for motor vehicle violations, collects payments and issues permits for alarms, guns, solicitors, etc.

Screens Chief's calls and visitors.

Assists Detective Division and Dispatchers as required.

Maintains office files and records; maintains confidential and personnel records and must be aware of and adhere to the concept of confidentiality as required of the function.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

KNOWLEDGE, SKILL AND ABILITIES:

Knowledge of office management and techniques; accurate typing ability.

Knowledge of bookkeeping, filing, maintenance of supplies and knowledge of basic personnel management procedures.

Must be computer-literate.

This job description is not, nor is it intended to be, a complete statement of all duties, functions and responsibilities which comprise this position.

(Revised, 11-1-94)

**JOB DESCRIPTION
TOWN OF EASTON**

23

DISPATCHER

GENERAL STATEMENT OF DUTIES:

This is a very responsible position in the receiving and dispatching of all calls routine or 911 emergency for Police, Fire or EMS. Assists Police Officers in research of criminal history with their investigations and traffic stops. Coordinate activities with other towns, agencies, Highway Department, court, hospitals and the like. Comply with practices and procedures as stated for the Dispatch position.

SUPERVISION RECEIVED:

Works under the general direction of the Police Chief.

SUPERVISION EXERCISED:

None.

ILLUSTRATIVE DUTIES:

Receive and dispatch all calls routine or 911 emergency for the Police, Fire, EMS or emergency calls for the municipal Animal Control Officer emergency medical services. Continually monitor Police radio, incoming calls and in-person requests for service. Act as the main phone operator for the Police Department.

Assist Police Officers and their investigation in motor vehicle stops by researching criminal history of individuals.

Coordinate the Police, Fire and EMS responses with support agencies such as Highway Department, court, hospitals, SNET, CL&P, and other Towns' services.

Maintain concise files to protect against liability such as arrests, warrant and teletype, video and audio tapes, as well as monitor prisoners while detained and the like.

Monitor and dispatch responses to private citizens wired directly into the Police Department as well as public property (ADEMCO). Alarm board activations.

Review and comply with established Dispatcher practices and procedures. Maintain records, type incident reports, daily activity logs, monthly Dispatcher schedules, key disbursements to employees and the public and the like, collect and input Dispatcher information into the computer.

Maintain strict confidentiality. Maintain an up to date sign disclosure statement.

On occasion, escorts female prisoners and assists in the search of female prisoners if a female Officer is not available and the Dispatcher is also female.

Performs related work as required.

MINIMUM QUALIFICATIONS

KNOWLEDGE, SKILL AND ABILITIES:

Considerable ability to be responsive, alert, exercising judgement and calibration of judgement to the situation. Generally functions independently of supervision.

Ability to work rotational shift schedule. Thorough ability to comprehend and apply the Dispatcher practices and procedures. Ability to operate office equipment including copier, fax machine, VCR, tape machine and alarm system. Must be computer literate. Ability to operate TDY system for deaf people.

Ability to establish and maintain effective working relationships and the ability to deal tactfully, firmly, effectively and impartially with the public and those that come in contact with the Dispatcher function.

This job description is not, nor is it intended to be, a complete statement of all duties, functions and responsibilities which comprise this position.

(Revised, 12-30-94)

**JOB DESCRIPTION
TOWN OF EASTON**

24

RECORDS CLERK

GENERAL STATEMENT OF DUTIES:

Responsible and varied clerical work involving the application of some independent judgement; acts in a confidential capacity. Responsible for the maintenance of accurate records for the Police Department and the legal dissemination of that information. Acts as an information officer for the Police Department providing information to the press.

SUPERVISION RECEIVED:

Works under the general direction of the Chief of Police.

SUPERVISION EXERCISED:

None.

ILLUSTRATIVE DUTIES:

Responsible for the maintenance of accurate records for the Police Department and legal dissemination of that information. Responsible for the statutory requirements of maintenance and a dissemination of criminal records; responsible for the Connecticut State Library in reference to the destruction of records according to State statute schedule.

Perform a variety of tasks prioritizing work urgency of the department in terms of arrest and paper work for arrests, court appearances and communicating with the press are illustrations of immediate requirements of the Department.

Computer interface with the Communications Department, supervise the Records Department, review Officer's reports for court presentation, liaison with Federal, State and Juvenile courts.

As Information Officer, distribute to the press arrest information, incident log and the like. Respond to the press as required. Confidentiality is critical to this position. Information that is not subject to the Freedom Of Information Act such as juvenile cases and open cases. Further discretion is critical for this position and the performance of the duties within the Police Department. On an occasional basis, fills in for the Dispatcher.

Performs clerical duties such as filing, checking and comparing forms, checking records, preparing reports; makes and enters complaint cards; maintain Dispatch Log by copying Officer's incident reports for Police Commissioners, provide copy for newspaper reporter's review with the exception of non FOI information and compare Dispatch Log with complaint cards for category.

Maintain arrest records for motor vehicle infractions and/or motor vehicle summons, make appropriate computer entry and insure correctness. Transmit applications to court on summons and complaints, prosecutor summons, maintains files and follows up on the process.

Enter arrest warrants into the computer after appropriate paper work is performed, complete DWI arrests and file reports with the Motor Vehicle Department, maintain motor vehicle warning tickets, enter into computer system and forward motor vehicle incident reports to the Department of Transportation monthly. Enter into the system court dispositions such as court case and court dates, Nolles filed, purge files as appropriate. Record subpoenas and complete the process to the court.

Maintain alarm ledger registrations, send letters to inform residents of registration of their alarms, determine residents have excessive activations, maintain files, update dispatch alarm record box, billings sent out in a timely manner. Maintain photo book in accordance with identification of name, address, date of birth, incident date and remove from photo book when case is dismissed.

This job description is not, nor is it intended to be, a complete statement of all duties, functions and responsibilities which comprise this position.

(Revised, 12-20-94)

**JOB DESCRIPTION
TOWN OF EASTON**

25

MUNICIPAL ANIMAL CONTROL OFFICER

GENERAL STATEMENT OF DUTIES:

This is a physical and technical position providing animal control for the Town. The position includes maintaining a clean kennel, picking up dogs and providing for a disposition, respond to all animal complaints and work with the Town Clerk's Office in the licensing of dogs.

SUPERVISION RECEIVED:

Works under the general direction of the Chief of Police.

SUPERVISION EXERCISED:

Provides direction for the Assistant Part-Time Dog Wardens.

ILLUSTRATIVE DUTIES:

Handle all animal complaints including snakes, horses, birds, deer, cats, raccoons, sheep, dogs, etc.

Take appropriate action consistent with State guidelines and community interest.

Respond to reported dog bites and barking dog complaints. Respond to other complaints, transportation of dogs injured to the veterinarian and the adoption of dogs whose owners cannot be found. Control the roaming dog population.

Manage dog pound/animal shelter in compliance with State Canine Control requirements. Insure that the dog pound is clean, that the animals are cared for and fed. Order materials and food for the kennel/shelter, must be able to handle sixty pound bags of dog food.

Provide communication material as to rabies and other diseases found in the animal population. Report of positive cases of rabies and other statistics pertaining to the Animal Control Officer function.

Assists the Town in a licensing survey on a yearly basis and call delinquent licenses for appropriate action.

Enforce the State statute concerning animal control. Issue warnings and summons and exact fines as appropriate.

Respond to citizen complaints concerning picking up dead animals and having animals tested as appropriate. Transport animals to Hartford for testing. The ability to deal with people at all levels in a pleasant and courteous manner. Ability to work with animals in a productive and effective manner. General knowledge of animals and animal behavior.

Performs related work as required.

MINIMUM QUALIFICATIONS

KNOWLEDGE, SKILL AND ABILITIES:

Knowledge of State statutes governing the Canine Control Division, general knowledge of Section 22-349-1 through Section 22-349-5 of the Connecticut General Statutes. General knowledge of the health of animals; knowledge of rabies and other diseases that inflict animals that present a health hazard.

Excellent physical capability and the ability to lift sixty pound feed bags, lifting animals and working with animals in the transport and control of the animals. The ability to maintain statistics, file reports and keep records of the municipal animal control activity.

EXPERIENCE AND TRAINING:

High school graduate of the equivalent and two (2) years of experience as Assistant Dog Warden or other experience in dealing with animals in a related field. Must have a Connecticut Drivers License. OR, any equivalent combination of experience and training which provides a demonstrated potential for performing the duties of the position.

This job description is not, nor is it intended to be, a complete statement of all duties, functions and responsibilities which comprise this position.

(Revised, 12-4-94)

EMERGENCY MEDICAL TECHNICIAN

GENERAL STATEMENT OF DUTIES:

This is technical and physical work in the delivery of emergency medical services. The position responds to emergency calls, drive the ambulance, pick up and deliver, provide emergency medical services, and transport to the hospital. The position is responsible for the preventive maintenance of the ambulance, maintaining a supply and inventory of emergency medical supplies, equipment check and compliance with all OSHA and ConnOSHA regulations, building maintenance and maintaining written records of services provided.

SUPERVISION RECEIVED: Receives general direction from the EMS Commission.

SUPERVISION EXERCISED: Directs part time Emergency Medical Technician(s).

ILLUSTRATIVE DUTIES:

Responds to emergency calls by driving the ambulance to the emergency, providing immediate emergency medical attention, and transporting the person to the hospital.

Ensures that the ambulances are maintained in good operating condition; conducts preventive maintenance program on the ambulances and ensures that the ambulances are fully supplied with the required inventory. Make equipment checks on all equipment within the ambulance essential to emergency medical assistance.

Comply with all OSHA and ConnOSHA requirements; report information in a written form and comply with State regulations. Maintain and keep updated all OSHA and related records.

Perform minor maintenance on the building, insuring that the emergency generator is operational and performing custodial and other activities to maintain a neat and safe environment.

Respond to emergency calls in a timely manner.

Complete reports as required, maintain proper and orderly files, comply with all report regulations.

Provide CPR and OSHA training. Complete forms and maintain proper records for CPR and OSHA training.

Performs related work as required.

MINIMUM QUALIFICATIONS

KNOWLEDGE, SKILL AND ABILITIES:

Considerable ability to lift individuals onto gurneys and transport into the ambulance and out of the ambulance to the hospital. Thorough knowledge of proper lifting and patient transportation techniques.

Knowledge of OSHA and ConnOSHA requirements. Thorough knowledge of the area, primary locations, hospitals, best route to key locations. Thorough knowledge of emergency medical services, ambulance preventive maintenance, supplies and equipment required in this service. Ability to communicate effectively over two way radio. Ability to effectively write reports, maintain files in an organized manner.

Considerable ability to deal with people compassionately, firmness for the situation and control for optimal emergency medical response.

EXPERIENCE AND TRAINING:

High school graduate of the equivalent plus specialized training as an Emergency Medical Technician A certification. Must have a Class III driver's license. OR, any equivalent combination of experience and training which provides a demonstrated potential for performing the duties of the position.

This job description is not, nor is it intended to be, a complete statement of all duties, functions and responsibilities which comprise this position.

(Revised, 1-1-95)

**JOB DESCRIPTION
TOWN OF EASTON**

27

DIRECTOR OF PARKS AND RECREATION

GENERAL STATEMENT OF DUTIES:

This is highly responsible administrative work involving the direction of municipal parks and recreation programs and facilities. Work involves responsibility for providing organized recreational programs, including sports, instruction, special events and social and cultural activities and specialized recreational activities.

Duties include policy recommendation, departmental planning, and direction and administration of departmental activities. The position is also vested with making Parks and Recreation technical decisions. Responsible for providing care and maintenance of all parks, ball fields, cemeteries, play grounds and recreation facilities.

SUPERVISION RECEIVED:

Works under the general direction of the Parks and Recreation Commission and the First Selectman.

SUPERVISION EXERCISED:

Directs the Supervisor of Maintenance, Departmental Secretary and personnel in the Park and Recreation Department for programs, projects and activities including volunteers and outside agencies and park crew.

ILLUSTRATIVE DUTIES:

Responsible for the administration of a comprehensive recreational program for the community and for the administrative management of Town parks, cemeteries, athletic fields, playgrounds and other recreational facilities.

Drafts Parks and Recreation policy, recommends policy to the First Selectman and the Parks and Recreation Commission; plans for the implementation of a range of Parks and Recreational goals. Plans for short and long term resource allocation, facilities maintenance and scheduling requirements to meet objectives.

Plans, develops, organizes and administers activities and programs of the department. Responsible for staffing Parks and Recreation programs; interviews, hires, evaluates and terminates as appropriate. Trains all of recreational employees as well as review and evaluate their performance and supervise the training of park personnel.

Responsible for scheduling of all Town recreation facilities, indoor and outdoor. Issues permits where applicable and appropriate.

Coordinates capital projects including preparation and administration of contracts with consultants/architects, acting as the Town's representative with regard to recommendations to proceed in the supervision of construction. Directs the planning, design and construction of recreation and park facilities.

Prepares the annual budget along with Commission, presents and defends the budget requests to the First Selectman and Board of Finance.

Establishes and supervises the fee schedule and collection and accounting of the various fees, charges and donations.

Directs and controls the expenditure of the department fund allocations within the constraints of approved budgets. Directs, controls and is responsible for proper revenue collection for all Parks and Recreation programs and activities.

Establishes and maintains cooperative planning liaison and working relationships with other local community agencies, Government, voluntary and private and with State, regional and national agencies concerned with recreational parks and related fields.

This job description is not, nor is it intended to be, a complete statement of all duties, functions and responsibilities which comprise this position.

(Revised, 12-31-94)

**JOB DESCRIPTION
TOWN OF EASTON**

28

SUPERVISOR OF MAINTENANCE

GENERAL STATEMENT OF DUTIES:

This is responsible supervisory and skilled technical position with full responsibility of the maintenance, repair and operation of the equipment of the Parks and Recreation Department. This position is responsible to plan, organize and direct assigned personnel in the construction, repair and maintenance of buildings, ball fields, parks and all other recreational and park areas.

SUPERVISION RECEIVED:

Works under the general direction of the Director of Parks and Recreation.

SUPERVISION EXERCISED:

Directs Park Crew and seasonal employees.

ILLUSTRATIVE DUTIES:

Duties involve the coordinating, scheduling and direct supervision of all operation of the Parks and Recreation Maintenance Operation, including responsibility for ordering an inventory of supplies, parts, materials and small tools.

Performs periodic inspections of buildings, parks, ball fields and all other recreational facilities to determine nature and extent of repairs needed. Inspects completed work for quality and completeness.

Plans, organizes programs, and directs daily maintenance, care and repair of Town parks, cemeteries, athletic fields, memorials, play grounds and recreational facilities.

Prepares, plans and estimates work time and materials and requisition supplies, tools and equipment as needed; plans, implements and directs preventive maintenance programs; performs and arranges the repair and maintenance of trucks, machinery and equipment within the Park and Recreation Department.

Assists in the hiring of employees for the Parks Department and establishes performance standards for those personnel. Trains park personnel as well as review and evaluate their performance. Recommends and confers with the Director on disciplinary action including termination to be taken.

Assists in the preparation of the budget, and in the purchase of materials and equipment. Prepares reports, requests purchase orders, confirms deliveries, maintains records of repairs, keeps on-going inventories and all other paper work necessary for the proper functioning of the maintenance shop.

Supervises personnel in order to insure effective and efficient operations. Insures the operational safety of all equipment for which the position is responsible. Instructs personnel on the proper operation of equipment and safety procedures.

Responsible for the coordination of maintenance by outside organizations, and directly supervises volunteer help. Supervises any subcontractors working within the department.

Works closely with the Public Works Department on projects requiring Public Works equipment as well as other projects that relate to the Parks and Recreation Department.

Performs related work as required.

MINIMUM QUALIFICATIONS

KNOWLEDGE, SKILL AND ABILITIES:

Thorough knowledge of methods, materials and equipment used in skilled and semi-skilled building maintenance program and in the maintenance of ball fields, parks, athletic fields and other recreational areas and facilities.

This job description is not, nor is it intended to be, a complete statement of all duties, functions and responsibilities which comprise this position.

(Revised, 12-31-94)

SECRETARY - PARKS AND RECREATION

GENERAL STATEMENT OF DUTIES:

General secretarial and office management responsibilities relative to drafting correspondence, documents, typing, filing and record maintenance. Maintains all payroll and time card records, prepares Purchase orders for approval and processing and collects fees and registers participants for all recreational programs and keeps accurate lists of attendants.

SUPERVISION RECEIVED:

Works under the general direction of the Director of Parks and Recreation.

SUPERVISION EXERCISED:

None.

ILLUSTRATIVE DUTIES:

Collects fees and registers participants for all recreational programs and keeps accurate lists of attendants. Program registration includes day camp, baseball camp, tennis, basketball, swimming, soccer and the like. Coordinates and schedules field use.

Types all correspondence within the department such as letters, minutes from Commission meetings, news releases, agendas, etc. Answers telephone and deals with the general public. Maintains the office filing system. Prepares agenda, minutes and financial reports for monthly Commission meetings.

Responsible for maintaining all payroll and time card records.

Records all income and expenditures of the department while maintaining accurate records and prepare financial reports each month. Performs and arranges payment of bills through Purchase orders and prepares Purchase orders for the Director's approval. Assists with all financial forms and receipts such as refunds and vouchers. Deals directly with all vendors and outside agencies.

Performs other general office duties such as keeps inventory of office supplies, order supplies as required.

Performs related work as required.

MINIMUM QUALIFICATIONS

KNOWLEDGE, SKILL AND ABILITIES:

Knowledge of business English, commercial arithmetic and the procedures and policies of the department.

Knowledge of modern office practices, procedures and equipment including computer skill. Must be computer-literate.

Ability to establish effective working relationships with others and to deal effectively with the public.

Ability to devise and maintain complex records, to assemble and organize data and to prepare reports from such material.

Ability to make decisions independently in accordance with rules, procedures and policies.

EXPERIENCE AND TRAINING:

High school graduate or equivalent and some experience as a Bookkeeper, Clerk, or other related field that requires the use of a computer. OR, any equivalent combination of experience and training which provides a demonstrated potential for performing the duties of the position.

This job description is not, nor is it intended to be, a complete statement of all duties, functions and responsibilities which comprise this position.

(Revised. 12-30-94)

VIII. SUMMATION

An organizational analysis and compensation study are key ingredients in developing and maintaining a sound organization and compensation system. The compensation provided by an organization determines, to a significant degree, its ability to attract and retain quality employees. Additionally, **the attitudes of employees toward the organization can be greatly affected by whether they believe the organization can be greatly affected by whether they believe the organization treats them fairly.** Clearly, compensation is an important component in assessing equitable treatment. As a result, it is important that the organization carefully and accurately describe the work performed by the employees, and determine job classification and appropriate pay for the work.

Furthermore, a valid compensation system is a necessary foundation for a performance driven organization. Similarly, a compensation system is also dynamic, changing to meet the needs of the organization and commensurately paying employees for their contribution.

The methodology and results of a public sector compensation study such as this is usually scrutinized by a wide variety of groups; many of these have a vested interest in the conclusions that will be drawn from the study. As a result, the methods and conclusions must be able to withstand critical reviews from both partisan and non-partisan sources. It is, therefore, necessary to conduct the project in a manner which will assure those affected by its results that the data gathered, and the subsequent conclusions, are both valid and reliable.

This report is respectfully submitted to the Town of Easton.

Respectfully submitted,

William E. McClane
Management Consultant

**JOB DESCRIPTION
TOWN OF EASTON**

30

DIRECTOR OF PUBLIC WORKS/TOWN ENGINEER

ILLUSTRATIVE DUTIES: (cont.)

Administers and enforces Town requirements as specified in formalized codes and ordinances requiring permits and/or Town Engineer approval for installation of sanitary sewers, road openings, driveways, development of subdivisions, road construction, acceptance of roads within the public system, construction within regulated wet lands/flood zones and other construction activities.

Directs the preparation of the annual departmental budget, present budget requests and directs and controls the expenditure of the departmental fund allocation within the constraints of the approved budget.

Directs public works resources during emergency situations such as hurricanes, floods, etc. Directs and supervises the Energy Conservation Program or all Town buildings and facilities.

Coordinates with the Planning and Zoning Commission on the review, inspection, and approval of subdivisions and building in the Town, and complies with the statutory requirements for coordinating Public Works projects with the Planning and Zoning Commission. By State statute, ex-officio member of the Planning and Zoning Commission.

Is the Town representative on the Greater Bridgeport Solid Waste Advisory Board and the Southwest Connecticut Regional Recycling Operating Committee.

Performs other related work as required.

MINIMUM QUALIFICATIONS

KNOWLEDGE, SKILL AND ABILITIES:

Broad knowledge of the principles and practices of civil engineering as applied to the development and management of municipal Public Works. Knowledge of the modern principles and practices of Public Works administration. Broad knowledge of the materials, methods and techniques utilized in the construction and maintenance of streets, highways, sewers, refuse disposal, public buildings and public grounds.

Knowledge of principles and practices of civil engineering as applied in the design construction and maintenance of municipal Public Works. Knowledge of methods and techniques utilized in land surveying.

Thorough ability to organize, direct and coordinate the activities of the several functions of the Public Works department.

Thorough ability to develop short and long term development and operations plans and programs.

Thorough ability to clearly express ideas and present Public Works project and budgetary requests both orally and in writing. Thorough ability to make difficult decisions within deadlines in an environment of limited resources and competing claims. Ability to prepare engineering reports on Public Works projects.

Thorough ability to establish and maintain effective working relationships with superiors, subordinates, associates, attorneys, contractors, officials of other agencies, and the general public.

EXPERIENCE AND TRAINING:

Bachelors Degree from an accredited College or University in Civil Engineering or related field. Also must be a registered professional engineer, PE; and ten (10) years of progressively responsible experience in the management of engineering, construction and operation of Public Works projects including at least five (5) years in a supervisory capacity. OR, any equivalent combination of experience and training which provides a demonstrated potential for performing the duties of the position.

This job description is not, nor is it intended to be, a complete statement of all duties, functions and responsibilities which comprise this position.

(Revised, 12-5-94)

JOB DESCRIPTION
TOWN OF EASTON

31

HIGHWAY SUPERINTENDENT

GENERAL STATEMENT OF DUTIES:

This is a responsible supervisory position of skilled and semi-skilled personnel for the Public Works department. The position plans, organizes, schedules and supervises the daily construction, repair and maintenance of Town roads, bridges, trucks, heavy and light equipment, and facilities. Assesses road conditions for plowing, repair and storm sewer requirements, inspects subdivision construction and works with private contractors working for the public works department.

SUPERVISION RECEIVED:

Works under the general direction of the Director of Public Works/Town Engineer.

SUPERVISION EXERCISED:

Provides direction to the Crew Leader, Lead Mechanic, Machine Equipment Operators, Highway Personnel and Secretary.

ILLUSTRATIVE DUTIES:

Evaluates and recommends roads to be paved, curbing to be installed, road patching, landscaping repairs, and all records in connection with the highway activities including footage, tonnage, streets, etc. Implement and supervise highway programs initiated by the Public Works Department. Obtain competitive bids from vendors for work performed for the Public Works Department.

Establishes priorities and assigns personnel and equipment to such projects as roads, construction, repair and maintenance, roadside maintenance, snow and ice control, installation and maintenance of drainage pipe and catch basins, street sweeping, brush and tree removal.

Responsible for the care, maintenance and general upkeep of the rolling stock, helps prepare specifications for new purchases and inspection of goods received for compliance with specifications, schedules and maintains priorities with regard to repairs and maintenance with garage manager. Develop and maintain a preventive maintenance program.

Responsible for all inventories such as pipe, stone, gravel, loam, concrete products, construction tools, jackhammers, chain saws and large equipment that is the property of the Public Works Department. Supervise and administer Town crews for snow removal, ice control in a timely manner. Assess snow and ice control issues for recommending storm sewer and grading to prevent snow, ice and water flow problems.

Schedules work orders to be completed by the Public Works Department within a timely manner and within the budgetary constraints. Establishes and publishes performance standards for all personnel, reviews and evaluates the work of Public Works Employees to insure performance to the established standards of performance.

Take disciplinary action as appropriate and refer severe disciplinary action to the Director of Public Works. Reviews and screens applicants for employment and promotions and makes recommendations to the Director of Public Works.

Responsible for the coordination of activities with the Union. Administers time cards, recording overtime, vacation and time off requested by employees. Administers the enforcement of absenteeism and tardiness as appropriate.

Organizes and assigns all personnel and equipment. Schedules jobs to all areas of responsibility, Garage Manager, Crew Leader, etc. Assesses training requirements for the Public Works Department, develop training programs including safety and schedule training to be completed. Directs standard safety procedures and regulations for compliance.

This job description is not, nor is it intended to be, a complete statement of all duties, functions and responsibilities which comprise this position.

(Revised, 12-4-94)

**JOB DESCRIPTION
TOWN OF EASTON**

32

SECRETARY - PUBLIC WORKS

GENERAL STATEMENT OF DUTIES:

Performs a wide variety of secretarial and bookkeeping duties for the Public Works Department. Responsibilities include maintaining personnel records, time and attendance records, performing word processing and data processing, budget control, purchasing, permits, materials and fuel consumption records, generates management reports and provides clerical and secretarial duties for the Director/Town Engineer and the Highway Superintendent.

SUPERVISION RECEIVED:

Works under the general direction of the Director of Public Works/Town Engineer and the Highway Superintendent.

SUPERVISION EXERCISED:

None.

ILLUSTRATIVE DUTIES:

Maintains all account books for the department, processing expenditure requests, budget appropriations, miscellaneous receipts, petty cash, purchase orders, management reports and account related research.

Maintains record of fuel consumption by all departments in the form of vehicle monthly, and yearly summaries and billing outside departments for their portion of fuel consumption. Provide fuel reports for Police, Fire, Parks and Recreation, School and EMS.

Processes payroll and other employee information of the department. Responsible for maintaining personal records, overtime, longevity, sick leave, vacation, Workmens Compensation information, funeral and bereavement leave and personal leave records.

Maintains recycling/solid waste records for Town including all Town departments and private trash haulers. Generates monthly summaries and billing of private haulers. Records yearly totals of recyclable categories, tonnage and recovery cost versus expense of disposal.

Assists with budget preparation and budget maintenance during the fiscal year.

Maintains project accounts and cost summaries; track actual versus planned.

Performs general secretarial responsibilities such as letter writing, bid preparation, form letters, general correspondence and routine administrative details including maintaining an up to date and accurate file system. Responsible for setting up new systems of record keeping as well as updating and clarifying past records. Receive and process all departmental mail.

Receives questions and complaints from the public both on phone and in person. Records basis for complaints to be investigated and maintains a record of complaints.

Operate two-way radio and act as Dispatcher for the Public Works Department as appropriate.

Miscellaneous duties related to the Engineering Department including typing, bond calculations, subdivision status summaries (individual and collective), and map prints.

Performs related work as required.

MINIMUM QUALIFICATIONS

KNOWLEDGE, SKILL AND ABILITIES:

Knowledge of business English, commercial arithmetic and procedures and policies of the Departments.

This job description is not, nor is it intended to be, a complete statement of all duties, functions and responsibilities which comprise this position.

(Revised, 12-30-94)

**JOB DESCRIPTION
TOWN OF EASTON**

33

SENIOR CENTER DIRECTOR

GENERAL STATEMENT OF DUTIES:

This is independent work of a responsible and professional nature providing the Senior Center with cultural intellectual help and social programs for seniors, physically and mentally challenged, home-bound and retired residents. Duties include policy recommendations, departmental planning and direction, administration of departmental activities and liaison with community organizations, needs assessment, coordination with the Town's Senior Center Advisory Board and with other related public and private agencies.

SUPERVISION RECEIVED:

Works under the general direction of the First Selectman in cooperation with the Senior Center Advisory Board.

SUPERVISION EXERCISED:

Provides direction to the Custodian, the Senior Center Van Driver and approximately two dozen volunteers.

ILLUSTRATIVE DUTIES:

Initiate and plan innovative and interesting programs; layout of monthly program with necessary flyers and arrange for printing and mailing of the programs.

Raise the necessary funds to pay for the program and mailing costs; raise funds for all Senior Center Programs and for special projects such as the purchase of the Senior Center van; communicate with business and corporations in order to raise funds, arrange for match-giving projects for the Center and prepare an annual fund drive for the center.

Collect and record all fees from classes, trips and donations for the Center; prepare books for the annual audit. Write purchase orders, pay class instructors and employees as appropriate; prepare an annual budget for the Senior Center and administer the budget during the fiscal year.

Provide instruction on computer skills for the Senior Center, arts and crafts, and conduct safety training sessions for volunteers.

Provide inter-generational programs, meet with school officials to plan such programs and oversee student volunteers at the middle and high school level.

Manage trips for the Senior Center; plan and coordinate approximately 18 day trips and 2 short-term and 1 long-term trip as social, educational and cultural pursuits for the Center; chaperon such trips, both daily and over night.

Manage community Outreach through all local organizations for the benefit of the Center; plan programs and join with all organizations to raise funds and nurture good relations, and approach corporations, philanthropic endeavors and businesses for their support.

Manage the Senior Center lunch programs, organize and coordinate with P.H.N.A. (Public Health & Nursing Association) the loan closet-wheel chairs, etc., loans to the community, provide general and administrative supervision for the facility such as construction issues with the facility and ground maintenance, and custodial services. Responsible for the management of the Senior Center van and transportation services.

Performs related work as required.

MINIMUM QUALIFICATIONS

KNOWLEDGE, SKILL AND ABILITIES:

Knowledge of principles and practices of a Senior Center and specialized knowledge of the programs and projects offered by the Senior Center.

This job description is not, nor is it intended to be, a complete statement of all duties, functions and responsibilities which comprise this position.

(Revised, 12-31-94)

TOWN OF EASTON

SENIOR CENTER DRIVER**GENERAL STATEMENT OF DUTIES:**

This is physical and operation of a vehicle work involving the transportation of senior citizens throughout the Town and outside of the Town. The position also requires the assisting of seniors and physically and mentally challenged residents in and out of the van, transportation of wheel chairs and the loading and unloading. Maintaining the proper maintenance of the van, providing safe transportation.

SUPERVISION RECEIVED:

Works under the general direction of the Senior Center Director

SUPERVISION EXERCISED:

None.

ILLUSTRATIVE DUTIES:

Provides transportation of seniors and physically and mentally challenged residents throughout the Town as well as outside of the Town.

Maintains schedules as developed by the Senior Center Director.

Perform paperwork on hours worked, services performed and the like. Transportation includes transporting seniors on shopping trips, banking, doctor's visits and helping seniors and physically and mentally challenged residents into the vehicle, doctor's office and into their homes.

The position requires physical lifting to deal with physically and mentally challenged and senior citizens; lifting wheel chairs, crutches, walkers and other apparatus necessary for the seniors and physically and mentally challenged in their transport. Schedule maintenance of the van and provide general maintenance for the van such as checking the oil, fluid levels, maintaining a full tank of gas, checking air pressure in the tires, keeping the interior and exterior clean including windows and mirrors.

Work involves an irregular schedule providing transportation on occasional evenings.

Performs related work as required.

MINIMUM QUALIFICATIONS**KNOWLEDGE, SKILL AND ABILITIES:**

Thorough knowledge of van operation and the maintenance of the van in order to provide a safe transportation.

Ability to deal with people effectively and in a pleasant and courteous manner.

Must have flexibility in work activity and work requirements and the freedom to work extra time as necessary to complete the task. Must have considerable physical capability to assist seniors and physically and mentally challenged in and out of the vans and to their homes and other points of destination. Physical capability to lift wheel chairs and other apparatus required of this function.

Capable to make minor repairs on the van as required or as an emergency deems necessary. Thorough knowledge in the safe operation of a vehicle transporting senior citizens. Excellent judgement in the delivery and pickup of senior citizens.

EXPERIENCE AND TRAINING:

High school graduate of the equivalent and adequate driving experience that would reflect the accomplishment of these tasks in a safe manner. Prior experience in working with senior citizens or physically and mentally challenged individuals. Must have a Class 2 Connecticut Drivers License in order to operate senior citizen van. OR, any equivalent combination of experience and training which provides a demonstrated potential for performing the duties of the position.

This job description is not, nor is it intended to be, a complete statement of all duties, functions and responsibilities which comprise this position.

(Revised, 12-16-94)

MUNICIPAL AGENT FOR THE ELDERLY

GENERAL STATEMENT OF DUTIES:

This is a responsible administrative and counseling position responsible for the coordination of programs for the elderly. Work with the Commission of Aging to plan and implement new programs, disseminate information, assist elderly persons in applying for Federal and other benefits. Advise and assist elderly persons about the community, resources available to them and publicize such resources and benefits.

SUPERVISION RECEIVED:

Works under the general direction of the First Selectman and the Commission on Aging.

SUPERVISION EXERCISED:

Provide direction to volunteers and part-time Outreach personnel.

ILLUSTRATIVE DUTIES:

Develop and disseminate information to elderly persons and assist such persons in learning about the community resources available to them and publicize such resources and benefits. Work with various community agencies and groups in developing potential resources for the elderly.

Perform administrative work such as preparing annual budgets and administering programs within budget requirements; submission of State and local reports, reports on Commission on Aging, surplus foods, health insurance counseling and assistance programs.

Provide assistance and direction to the elderly on tax relief applications, civic and State agencies serving the elderly, provide coordination for the Outreach homebound, visiting nurses, fuel assistance, Meals on Wheels, transportation, adult care, job and protective services programs for the elderly.

Provide information, assistance and advise on Social Security, Medicare, Medicaid, Home Health Care, ConnPACE programs and benefits as appropriate.

Editor of monthly senior newsletter, providing relevant timely information for seniors, maintain appropriate mailing list, distribute newsletter.

" Supervise Outreach worker(s), coordinate Meals on Wheels program and other volunteer programs.

Provide counseling to the elderly; develop and instruct training programs.

Performs related work as required.

MINIMUM QUALIFICATIONS

KNOWLEDGE, SKILL AND ABILITIES:

Knowledge of community, State and Federal benefits and resources. Knowledge of Federal and State regulations that concern the elderly.

Knowledge of program operations and activities along with supervisory procedures.

Considerable ability to organize and to work independently.

Considerable knowledge of programs and benefits such as fuel assistance, surplus foods, Medicare, Medicaid, Social Security, tax relief, welfare, Home Health Care, ConnPACE, Outreach, Meals on Wheels, and the like.

**JOB DESCRIPTION
TOWN OF EASTON**

37

DIRECTOR OF SOCIAL SERVICES

GENERAL STATEMENT OF DUTIES:

This is professional administrative work providing for the medical and financial needs of Town residents. Activities include providing general assistance (welfare), providing assistance under adverse conditions such as evictions; administer work fair, involved in probate court and other activities as related to the general welfare of the Town residents.

SUPERVISION RECEIVED:

Works under the general direction of the First Selectman.

SUPERVISION EXERCISED:

None.

ILLUSTRATIVE DUTIES:

Provide direction, counseling and assistance for medical and financial needs of Town residents. Accept applications, determine eligibility and render assistance in accordance with the policies and procedures in the General Assistance Policy Manual for General Assistance (welfare) Manual.

Provide counseling and assistance to those residents who do not qualify for general assistance but are in need of assistance. On a case by case basis provide avenues for assistance for those residents requiring it, solicit individual donations, work with municipal agencies and any other departments involved in the welfare of any Town resident.

Administer work fair, probate court regarding estates of deceased residents, and file quarterly reports to the state for reimbursements, and file monthly EAF reports. Provide and administer Town's comprehensive employability plan, work with State Auditors, EDS for medical claims.

Distribute food and gifts to residents on holidays and as needed for food during the year. Coordinate with the Municipal Agent of the Elderly and the Senior Center Director for assistance in accordance with their responsibilities.

The Director of Social Services is the Town welfare official determining welfare eligibility. Administers the AFDC, Aid For Dependant Children program, interface with the Welfare Department at the City of Bridgeport and the Bureau of Employment Security for training and job opportunities.

Performs related work as required.

MINIMUM QUALIFICATIONS

KNOWLEDGE, SKILL AND ABILITIES:

Considerable knowledge on program development, instructional capability of such programs and creativity including variation to provide an interesting and vital program. Considerable knowledge of budget management, fund raising and other Federal, State and local agencies that provide a funding source.

Thorough ability to establish and maintain effective working relationships with citizens, Town officials and corporations, philanthropic organizations, Federal and State agencies, and the like.

Considerable knowledge of general assistance (welfare programs), work fair, Aid For Dependant Children, and other public assistance programs relative to this function.

EXPERIENCE AND TRAINING:

High school graduate or equivalent plus three (3) years experience with public assistance programs. OR, any equivalent combination of experience and training which provides a demonstrated potential for performing the duties of the position.

This job description is not, nor is it intended to be, a complete statement of all duties, functions and responsibilities which comprise this position.

(Revised, 12-30-94)

**JOB DESCRIPTION
TOWN OF EASTON**

38

CUSTODIAN

GENERAL STATEMENT OF DUTIES:

Manual routine work of ordinary difficulty and responsibility in the cleaning and maintaining of the building; cleans and does incidental maintenance; works inside and outside and is generally responsible for the cleanliness and maintenance of the building.

SUPERVISION RECEIVED:

Works under the supervision of the First Selection.

SUPERVISION EXERCISED:

None.

ILLUSTRATIVE DUTIES:

Sweeps, vacuums, mops, washes and waxes interior floors and stairways; washes windows and blinds, dusts and washes furniture; cleans sally-port.

Prepares room for meetings including setting up chairs, moving tables and the like. Cleans up after meetings.

Moves furniture, storage boxes for all departments, copier paper boxes, water bottles, heavy books and boxes of books, and generally responsible for moving items over 20 pounds.

Cleans lavatories; collects and disposes of rubbish; receives, stores and delivers supplies; requisitions and maintains inventory of cleaning supplies.

Manages recycling for the Town Hall, Library and Police Department; check and replace water bottles as appropriate.

Adjusts, changes filters, cleans heating plant and air conditioning units, operates hand and power equipment, vacuuming equipment and floor scrubbers; check oil and batteries for the generator.

Locks and unlocks premises; picks-up and takes mail to the post office.

Performs minor preventative repair tasks; check lights and change lights as appropriate.

Shovels snow; sands walks, sweeps walks; raises and lowers flags.

Performs other related work as required.

MINIMUM QUALIFICATIONS

KNOWLEDGE, SKILL AND ABILITIES:

Some knowledge of materials, methods and equipment used in building custodial work.

Ability to follow written and oral instructions.

Ability to maintain cooperative relationships with those contacted in the work.

Sufficient physical strength and stamina to perform the duties required of the class.

Considerable ability to lift and move items in excess of 60 pounds. Thorough knowledge of proper lifting and moving techniques.

EXPERIENCE AND TRAINING:

High school graduate or equivalent and some experience in building care and cleaning operation. Must have a Connecticut driver's license. OR, any equivalent combination of experience and training which provides a demonstrated potential for performing the duties of the position.

This job description is not, nor is it intended to be, a complete statement of all duties, functions and responsibilities which comprise this position.

(Revised, 12-1-94)

**JOB DESCRIPTION
TOWN OF EASTON**

39

LIBRARY DIRECTOR

GENERAL STATEMENT OF DUTIES:

This is highly responsible administrative work involving the direction of a broad range of Public Library functions.

Work involves responsibility for the management of a Public Library collection and for the provision of Library services to patrons and community organizations. Duties include policy recommendation, departmental planning, and direction and administration of Library activity. The work requires that the employee have a thorough knowledge, skill and ability in every phase of the Public Library field.

SUPERVISION RECEIVED:

Works under the general direction of the First Selectman and the Library Board.

SUPERVISION EXERCISED:

Directs the Library Staff.

ILLUSTRATIVE DUTIES:

Recommends policy and plans for the implementation of the broadest range of Public Library goals. Plans for short and long term resource requirements to meet objectives. Participates actively in long range planning process with the Library board.

Directs the development and maintenance of the Public Library and collection of books, periodicals, records, audio visual tapes, and a wide variety of other Library materials.

Provides staff support to the Library Board and the Friends of the Library by assisting with meetings, preparing reports, and implementing policy decided by the Library Board. Attends regular special Board meetings as required.

Directs the preparation of the annual budget and presents the budget requests before the Library Board and the Board of Finance.

Directs and controls the expenditure of the Library funds in accordance with approved budgets. Works with the Library Board and the Friends of the Library to develop private funding for Library needs.

Confers with State agencies, other public Libraries, corporations, and community groups in the development of Library programs for the Town, region and State, and assist in coordinating interlibrary program efforts.

Confers with Town officials and the general public to provide information and to resolve problems and complaints.

Directs the training of Library staff in technical and administrative Library skills. Attends community and professional meetings and explains the Library systems, goals, objectives and policies to community groups, public officials and the general public to establish and maintain effective public relations and resolve any public concern.

Directs and participates in personnel actions such as hiring, termination, assignment and evaluation.

Supervises and participates in acquiring equipment and new Library materials in a variety of media.

Performs related work as required.

This job description is not, nor is it intended to be, a complete statement of all duties, functions and responsibilities which comprise this position.

(Revised, 12-31-94)

**JOB DESCRIPTION
TOWN OF EASTON**

40

LIBRARY ASSISTANT DIRECTOR

GENERAL STATEMENT OF DUTIES:

This is responsible administrative and professional work involving the planning, organizing and supervising of Library programs for preschool, elementary and young adult Library users.

Responsible for the supervision of the Library collection and for the provision of Library services to patrons and community organizations. Develops brochures, booklets and newsletters to publicize the services and resources of the Library. Provides training and supervision to the Library Assistants, Clerks, volunteers and others.

SUPERVISION RECEIVED:

Works under the general direction of the Library Director.

SUPERVISION EXERCISED:

Provides direction to the Library Assistants, part time employees and volunteers.

ILLUSTRATIVE DUTIES:

Administers policy and implements plans established for the Library. Plans for short and long term resource requirements to meet objectives.

Plans and organizes work according to the season of the year, special events, and regular Library schedule. Develops and conducts programs for children and young adults to encourage reading and to use Library facilities and materials.

Examines professional publications and other sources for selection of books, periodicals and related material. Builds collection of books, periodicals and communication materials through consultation with Library Director, School Librarians and independent selections. Assembles and arranges displays of books and other materials.

In the absence of the Library Director, the Library Assistant Director is responsible for the administration for Library functions in accordance with established policy and procedure.

Develops brochures, booklets and newsletters to publicize the services and resources of the Library. Provide training and supervision to the Library Assistants, Clerks and volunteers. Conducts training of Library staff in technical and administrative and Library skills.

Prepares budget recommendation for the Children's area and administers the approved budget for that unit. Prepares regular narrative and statistical reports for the Library Director and the Library Board upon request.

Coordinates programs and activities with School Librarians, Teachers, parents groups' and community organization to encourage the development of children's communication skills. Conducts story telling programs for the preschool children, invites speakers and performers to participate in special programs. Assist Police, Recreation and other departments in conducting special programs for children.

Performs related work as required.

MINIMUM QUALIFICATIONS

KNOWLEDGE, SKILL AND ABILITIES:

Knowledge of the principles and practices of Public Library functions.

Knowledge of the principles and practices of public administration as applied to a Public Library.

Ability to interpret interests and needs of children and young adults and to plan appropriate Library services.

This job description is not, nor is it intended to be, a complete statement of all duties, functions and responsibilities which comprise this position.

(Revised, 12-31-94)

**JOB DESCRIPTION
TOWN OF EASTON**

41

LIBRARY ASSISTANT I/SECRETARY

GENERAL STATEMENT OF DUTIES:

Performs general secretarial and office management responsibilities relative to drafting correspondence, documents, typing, filing and record maintenance. Assist in Library duties including ordering Library materials, producing reports of new books, maintaining statistics of all new materials and assisting at the Circulation Desk.

SUPERVISION RECEIVED:

Works under the general direction of the Library Director.

SUPERVISION EXERCISED:

Directs part time Library Assistants and Library Aides when necessary.

ILLUSTRATIVE DUTIES:

Orders all Library materials through various means; checks to prevent duplicate of materials and for best vendor for particular items. Responsible for ordering Library supplies after researching best value.

Maintains database on computer for ordering books, video and audio cassettes. Also keeps list of audio video cassettes up to date. Generates shelf, author and title cards from database and monthly reports.

Catalog new additions to the Children's collection. Maintains database of juvenile holiday books. Keeps statistics of all new materials added to the Library.

Type and or word process Library correspondence, press releases, information and labels included in displays, etc. Assist with correspondence and records concerning memorial funds. Type subject cards, book pockets/book cards for new additions.

Answers patron inquiries in person or by phone. Helps patrons find Library materials and answers reference questions. Relieves Circulation Desk when necessary. Shelf reads (Children's Library). Refers difficult reference questions to Library Director or Assistant Library Director.

Performs related work as required.

MINIMUM QUALIFICATIONS

KNOWLEDGE, SKILL AND ABILITIES:

Knowledge of office management and techniques; accurate typing ability.

Knowledge of bookkeeping, filing, maintenance of supplies and knowledge of basic personnel management procedures.

Must be computer literate.

Ability to deal cooperatively and effectively and courteously with the public and other employees.

Knowledge of principles and practices of Public Library functions.

EXPERIENCE AND TRAINING:

High School graduate or the equivalent and two (2) years of experience in secretarial and office operations as well as prior experience working in a Public Library. OR, any equivalent combination of experience and training which provides a demonstrated potential for performing the duties of the position.

**JOB DESCRIPTION
TOWN OF EASTON**

42

LIBRARY ASSISTANT II/CIRCULATION

GENERAL STATEMENT OF DUTIES:

Responsible for the Circulation Desk.

Activities of this position include checking material in and out, searching for reservations, checking patron applications and typing Library cards, phoning patrons about reserve books and changing date stamps and fines guide, and checking of incoming materials for repairs, replacements, discards and the like.

SUPERVISION RECEIVED:

Works under the general direction of the Library Director.

SUPERVISION EXERCISED:

Supervises part time Library Aides.

ILLUSTRATIVE DUTIES:

Responsible for the Circulation Desk, providing the public with service in checking material in and out and searching for reservations, checking patron applications and typing Library cards, phoning patrons about reserve books, changing of dates stamps and fines guide, checking of incoming material for repairs, replacements and discards.

Responsible for computerized overdue procedure and upkeep of delinquent patron file.

Responsible for all newspapers and magazines including microforms.

Answers patron inquiries in person or by phone and helps find Library materials. Refers difficult reference questions to Library Director.

Performs other responsibilities in place of other Library Assistants, Children's Librarian, etc. Shelves books when necessary.

Notifies Police of meetings outside Library hours when requested by Librarian.

Performs related work as required.

MINIMUM QUALIFICATIONS

KNOWLEDGE, SKILL AND ABILITIES:

Basic knowledge of the principles and practices of public Library functions.

Basic knowledge of the principles and practices of public administration as applied to the public Library.

Knowledge of Library techniques and materials; ability to carry out Library policy.

Ability to establish and maintain effective working relationships with superiors, subordinates, associates and the general public.

EXPERIENCE AND TRAINING:

High School graduate or the equivalent and three (3) years experience working in a public Library. OR, any equivalent combination of experience and training which provides a demonstrated potential for performing the duties of the position.

This job description is not, nor is it intended to be, a complete statement of all duties, functions and responsibilities which comprise this position.

(Revised, 1-1-95)

**JOB DESCRIPTION
TOWN OF EASTON**

43

LIBRARY ASSISTANT III/INTERLIBRARY LOANS

GENERAL STATEMENT OF DUTIES:

Responsible for interlibrary loans and the Library's computer systems.

Activities of this position include checking material in and out, searching for reservations, checking patron applications and typing Library cards, phoning patrons about reserve books and changing date stamps and fines guide, and checking of incoming materials for repairs, replacements, discards and the like. Provides training and supervision to Library Assistants, Clerks, volunteers and others as appropriate.

SUPERVISION RECEIVED:

Works under the general direction of the Library Director.

SUPERVISION EXERCISED:

Supervises part time Library Aides.

ILLUSTRATIVE DUTIES:

Responsible for interlibrary loan system and request, operates a computer system to make these requests.

Answers patron inquiries in person or by phone and helps find Library materials. Refers difficult reference questions to Library Director or Assistant Library Director.

Responsible for the Circulation Desk, providing the public with service in checking material in and out and searching for reservations, checking patron applications and typing Library cards, phoning patrons about reserve books, changing of dates stamps and fines guide, checking of incoming material for repairs, replacements and discards.

Selects materials for young adults; leads book discussion for groups of young adults.

Responsible for upkeep of borrower's register, including statistics of additions and withdrawals. Accounts and records circulation statistics, enters them into the computer spreadsheet.

Notifies Police of meetings outside Library hours.

Makes occasional signs and displays for Library when requested by Librarian. Responsible for upkeep of vertical file. Completes monthly State form for Connecticut users. Responsible for the upkeep of college catalogues and reads shelves and shelves books when necessary.

Performs related work as required.

MINIMUM QUALIFICATIONS

KNOWLEDGE, SKILL AND ABILITIES:

Basic knowledge of the principles and practices of public Library functions.

Basic knowledge of the principles and practices of public administration as applied to the public Library. Knowledge of Library techniques and materials; ability to carry out Library policy. Ability to establish and maintain effective working relationships with superiors, subordinates, associates and the general public.

Must be computer literate.

EXPERIENCE AND TRAINING:

High School graduate or the equivalent and three (3) years experience working in a public Library. OR, any equivalent combination of experience and training which provides a demonstrated potential for performing the duties of the position.

This job description is not, nor is it intended to be, a complete statement of all duties, functions and responsibilities which comprise this position.

(Revised, 1-1-95)

**JOB DESCRIPTION
TOWN OF EASTON**

44

LIBRARY ASSISTANT IV/CHILDREN PROGRAM

GENERAL STATEMENT OF DUTIES:

Responsible for the Children's Program at the Library. Provides children's programs, cataloguing new additions to the Children's Collection, maintain database of juvenile holiday books. Also keeps list of audio video cassettes up to date for children.

Activities of this position include checking material in and out, searching for reservations, checking patron applications and typing Library cards, phoning patrons about reserve books and changing date stamps and fines guide, and checking of incoming materials for repairs, replacements, discards and the like.

SUPERVISION RECEIVED:

Works under the general direction of the Library Director.

SUPERVISION EXERCISED:

Supervises part time Library Aides.

ILLUSTRATIVE DUTIES:

Responsible for the Circulation Desk, providing the public with service in checking material in and out and searching for reservations, checking patron applications and typing Library cards, phoning patrons about reserve books, changing of dates stamps and fines guide, checking of incoming material for repairs, replacements and discards.

Selects materials for young adults; leads book discussion for groups of young adults.

Responsible for upkeep of borrower's register, including statistics of additions and withdrawals. Accounts and records circulation statistics, enters them into the computer spreadsheet.

Notifies Police of meetings outside Library hours. Completes monthly State form for Connecticut users.

Makes occasional signs and displays for Library when requested by Librarian. Responsible for upkeep of vertical file.

Responsible for the upkeep of College catalogues and shelves books when necessary.

Performs related work as required.

MINIMUM QUALIFICATIONS

KNOWLEDGE, SKILL AND ABILITIES:

Basic knowledge of the principles and practices of public Library functions.

Basic knowledge of the principles and practices of public administration as applied to the public Library.

Knowledge of Library techniques and materials; ability to carry out Library policy.

Ability to establish and maintain effective working relationships with superiors, subordinates, associates and the general public.

EXPERIENCE AND TRAINING:

High School graduate or the equivalent and three (3) years experience working in a public Library. OR, any equivalent combination of experience and training which provides a demonstrated potential for performing the duties of the position.

This job description is not, nor is it intended to be, a complete statement of all duties, functions and responsibilities which comprise this position.

(Revised, 12-31-94)

**JOB DESCRIPTION
TOWN OF EASTON**

45

LIBRARY ASSISTANT IV

GENERAL STATEMENT OF DUTIES:

Activities of this position include checking material in and out, searching for reservations, checking patron applications and typing Library cards, phoning patrons about reserve books and changing date stamps and fines guide, and checking of incoming materials for repairs, replacements, discards and the like. Provides training and supervision to Library Assistants, Clerks, volunteers and others as appropriate.

SUPERVISION RECEIVED:

Works under the general direction of the Library Director.

SUPERVISION EXERCISED:

Supervises part time Library Aides.

ILLUSTRATIVE DUTIES:

Responsible for interlibrary loan system and request, operates a computer system to make these requests and serves as the Library's Administrative Manager.

Responsible for the Circulation Desk, providing the public with service in checking material in and out and searching for reservations, checking patron applications and typing Library cards, phoning patrons about reserve books, changing of dates stamps and fines guide, checking of incoming material for repairs, replacements and discards.

Selects materials for young adults; leads book discussion for groups of young adults.

Responsible for upkeep of borrower's register, including statistics of additions and withdrawals. Accounts and records circulation statistics, enters them into the computer spreadsheet.

Notifies Police of meetings outside Library hours. Completes monthly State form for Connecticut users.

Makes occasional signs and displays for Library when requested by Librarian. Responsible for upkeep of vertical file.

Responsible for the upkeep of College catalogues and shelves books when necessary.

Performs related work as required.

MINIMUM QUALIFICATIONS

KNOWLEDGE, SKILL AND ABILITIES:

Basic knowledge of the principles and practices of public Library functions.

Basic knowledge of the principles and practices of public administration as applied to the public Library.

Knowledge of Library techniques and materials; ability to carry out Library policy.

Ability to establish and maintain effective working relationships with superiors, subordinates, associates and the general public.

EXPERIENCE AND TRAINING:

High School graduate or the equivalent and three (3) years experience working in a public Library. OR, any equivalent combination of experience and training which provides a demonstrated potential for performing the duties of the position.

This job description is not, nor is it intended to be, a complete statement of all duties, functions and responsibilities which comprise this position.

(Revised, 12-31-94)

APPENDIX B

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APPENDIX C

Consultant's Abstract

WILLIAM E. McCLANE
MANAGEMENT CONSULTANT

27 INDIAN VALLEY ROAD, WESTON, CT 06883
203/544-9042

CONSULTANT'S ABSTRACT

William E. McClane has an educational background that includes a B.S. in Mathematics with minors in Chemistry and Physics, as well as a B.A. in Psychology (National Honor Society) and an M.B.A. from Duquesne University with emphasis in Law and Finance. Bill is also a Westinghouse Certified Engineer. Additionally, he has attended numerous seminars and specialized training over the past 24 years.

William McClane's work experience encompasses 24 years of increasingly higher levels of responsibility in the private sector, as well as consulting in the public sector. The breadth of experience included all phases of Human Resource work including internationally as well as domestic, public and private sectors. For the past ten years, he has performed at the Director level for two Connecticut based Fortune 500 companies and has operated a consulting service for the past eight years. Bill's significant strengths are in his extensive labor relations experience and his technical background, coupled with his broad business experience and education. His labor relations experience provides him with the cognizance to interface with representative employees such that it maximizes the implementation of a compensation study while minimizing disruption to the organization.

Recent public sector clients include the City of Bridgeport, City of New haven, East Haven, Hamden, Fairfield Board of Education, Coventry, Enfield, Greenwich, Town of Westport, Meriden, Seymour, Library Systems, Transit Districts, Housing Authorities and others.

PROFESSIONAL ASSOCIATIONS:

Industrial Relations Research Association (IRRA) Vice President
U.S. Commission on civil Rights-Connecticut
Connecticut Public Employer Labor Relation Association (ConPELRA)
Management Arbitrator-Interest Arbitration
Guest Lecturer for American Arbitration Association
Adjunct Professor, Sacred Heart University - Graduate
Adjunct Professor, University of Connecticut - Undergraduate

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**JOB DESCRIPTION
TOWN OF EASTON**

ADMINISTRATIVE ASSISTANT

General Statement of Duties:

Performs general administrative and secretarial duties in the First Selectman's Office. Uses considerable judgment and discretion in making calendar appointments, handling correspondence and generally supervising the efficient operation of the administration office. There is frequent personal contact with the general public.

Supervision Received:

Works under the general direction of the First Selectman.

Supervision Exercised:

Manages the office operations. Acts in the First Selectman's behalf while carrying out various administrative duties.

Working Relationships:

Has contact with department heads and employees on an as need basis regarding policies and procedures. Coordinates with commission chairpersons and board members to gather needed information as requested by the First Selectman.

Illustrative Duties:

Transcribes letters, reports and other communications.

Prepare agendas and acts as secretary to the Board of Selectmen; takes minutes, prepares, and types minutes of Board of Selectmen meetings; files the minutes in a timely fashion with the Town Clerk.

Make calendar appointments.

Responsible for newspaper notices for bids, mailing of specifications, receiving bids, recording results, notifying appropriate department, scheduling award at Board of Selectmen meeting, and mailing award letters.

Responsible for Town Meeting notices, legal documents with the Town Clerk, publication of newspaper notice and postcard mailings.

Type correspondence for auditors.

Track First Selectman and Town Hall budgets. Process and submit all bills for First Selectman and Town Hall expenses.

Illustrative Duties, continued:

Maintain and update listing of current members on various boards, commissions and committees.

Performs secretarial duties of the Fire Marshal's and Fire Commission's Offices.

Check and process all purchase orders, maintain vendors list for accounts payable.

Responsible for the Town's annual report; notification to departments, commissions, etc., typing and proofing reports, meeting deadlines for submission of reports, working with printer on submission of all materials.

Responsible for typing and recording agendas and minutes pertaining to all sub-committees of the First Selectman.

Keep First Selectman advised of all letters and/or memos needed for follow-up.

~~Process monthly solid waste reconciliation for the Department of Public Works.~~

Performs related duties as required.

MINIMUM QUALIFICATIONS

Knowledge, Skill and Abilities:

Excellent secretarial and communications skills

Working knowledge of office procedures, practices and equipment.

Ability to deal with people at all levels in a pleasant and courteous manner. Good organizational skills, Freedom to work extra time as necessary to complete tasks.

Ability to maintain confidentiality is essential.

Must have a thorough knowledge of the responsibilities of each department and a good understanding of the process of local government.

Ability to plan and devise office procedures and to supervise or perform clerical operations. Ability to make decisions independently in accordance with rules, procedures and policies.

Knowledge, Skill and Abilities, continued:

Ability to devise and maintain complex records, to assemble and organize data and to prepare reports from such material.

Ability to establish effective working relationships with others and to deal effectively with the public.

Experience and Training:

An Associate Degree from an accredited college or university in an Administrative Assistant program or related field and at least two (2) years of responsible administrative assistant experience with preferred experience at the administrative assistant level. Prior supervisory experience preferred **OR** any equivalent combination of experience and training which provides a demonstrated potential for performing the duties of the position.