

**TOWN OF CENTURY  
AGENDA ITEM  
TOWN COUNCIL MEETING  
DATE: February 18, 2025**

**Agenda Item Title:**

Reclassification of Administrative Assistant to Deputy Town Clerk

**Requested By:**

Interim Mayor Alicia Johnson

**Background:**

In response to the Town's administrative needs and in alignment with best practices observed in other municipalities, Interim Mayor Alicia Johnson recommends the reclassification of Mallory Walker, Administrative Assistant, to Deputy Town Clerk. This approach offers a cost-efficient solution to enhance administrative support without creating a new position.

A survey of municipalities found that:

- Many small towns do not have a standalone Deputy Clerk but instead assign the responsibilities to an existing administrative role (e.g., Billing Clerk or Administrative Assistant).
- Where a Deputy Clerk position exists, salaries range from \$42,500 to \$94,000 per year, depending on municipal size and responsibilities.
- The Town of Jay model demonstrates that an existing role, such as a Billing Clerk, can efficiently assume Clerk duties.

**Discussion:**

The reclassification of Mallory Walker, Administrative Assistant, as Deputy Town Clerk will:

- Enhance operational efficiency without the need for additional staffing.
- Ensure that critical Clerk functions (recordkeeping, agenda preparation, compliance with public records law) are adequately supported.
- Align with the Town's budget constraints, requiring only a salary adjustment rather than the creation of a new position.
- Maintain consistency with the Town's strategic priorities for cost-effective administration.

**Recommendation:**

It is recommended that the Town Council approve the reclassification of the Administrative Assistant position to Deputy Town Clerk with an updated job description reflecting the new responsibilities. If approved, the Town Clerk's Office will proceed with:

1. Updating the job description to reflect the expanded duties.
2. Adjusting the salary accordingly within the recommended range of \$42,000 - \$45,000, considering that Mallory Walker currently earns \$14.39/hour.
3. Ensuring a smooth transition for Mallory Walker into the reclassified role.

**Fiscal Impact:**

- The reclassification will not require additional headcount.
- Salary adjustment costs will be absorbed within the existing General Fund.
- No additional benefits impact beyond the standard compensation package.

**Next Steps:**

Pending Town Council approval, the Interim Mayor and Town Clerk will oversee the implementation of this reclassification and ensure all necessary administrative steps are completed.

**Prepared By:**

**Howard W. Brown, Jr.**

**Interim Town Manager**