



CLERK OF COUNCIL'S OFFICE

Sandra Davis
Clerk of Council



ORGANIZATIONAL STRUCTURE OF CLERK OF COUNCIL'S OFFICE

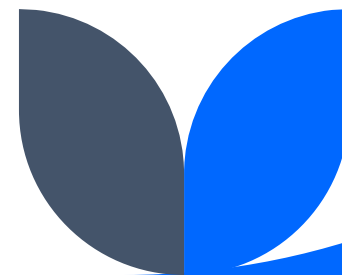
Clerk of Council – Full-Time

Deputy Clerk of Council – Full-Time

Deputy Clerk Pro Tem – Part-Time

Administrative Support Specialist II – Full-Time

Support Clerk – Part-Time



CLERK OF COUNCIL'S STAFF

Full-Time – 3 Employees

Part-Time – 2 Employees

STAFF REQUEST

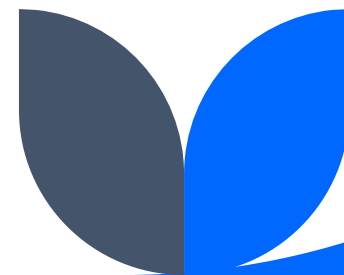
- To change the Support Clerk Position from a Part-Time to a Full-Time Position
- The Support Clerk is the lowest paid personnel

REASONS FOR THE REQUEST

- A need for another full-time administrative support personnel to assist with the needs of the office
- Transfer older hand-written documents into an electronic format
- Assist with producing records for more transparency and accessibility

REASONS FOR THE REQUEST

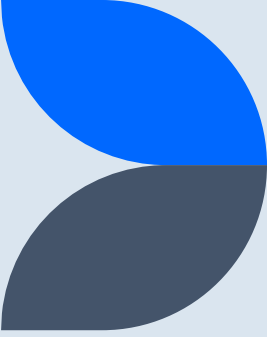
- Continuous updating of cemetery records and data entry of ownership transfer and verification of ownership
- Increased request for research of records before 1970



Justification Summary

The Clerk's Office continues its quest to be efficient, technologically advanced and supporting transparency by providing more information on the website for public accessibility and maximizing productivity by the availability of an appropriate level of support staff.

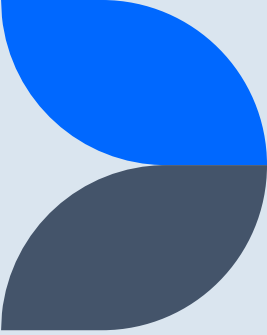
BUDGET REQUEST



Support Clerk – Grade 111

- Part-Time / Hourly \$14.40
- Full-Time / Hourly \$15.00

BUDGET REQUEST



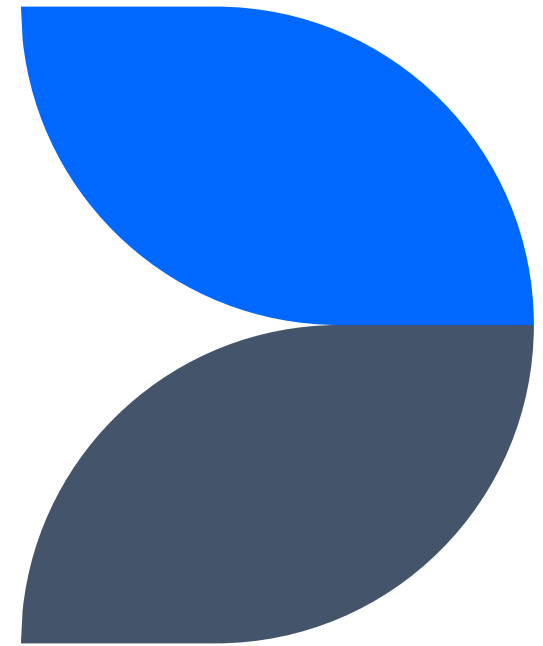
Support Clerk – Grade 111

- Annual Salary - \$18,720 Part-Time
- Annual Salary - \$31,200 Full-Time

DIFFERENCE OF \$12,480

Quote for the day

“The power for creating a better future is contained in the present moment.” — Eckhart Tolle



Thank you!

**ANY
QUESTIONS**

