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MEETING TYPE: Board of Aldermen

DATE: May 8, 2023

SUBMITTED BY: Administration

ITEM TYPE: Action Item

AGENDA SECTION: Considerations

SUBJECT: Consider Approval of Reclassifying Town Clerk Position to Utility Billing Attendant/Deputy Town Clerk

BACKGROUND: The Town is in need of a Utility Billing Attendant to help with the daily responsibilities in Utility Services. Staff is recommending to reclassify the Town Clerk position to fill these needs. This position will be responsible for utility billing services and be responsible for the Planning Board/Board of Adjustments meetings, records, and minutes. Staff recommend changing this position to pay class 14 (minimum: \$37,505 - maximum: \$56,258) with a starting wage of the minimum. The full job description is attached.

SUGGESTED ACTION: MOTION TO APPROVE RECLASSIFICATION OF TOWN CLERK POSITION TO UTILITY BILLING ATTENDANT/DEPUTY TOWN CLERK.

ATTACHMENTS: 1. JOB DESCRIPTION