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MEMO

TO: Finance Committee/Mayor McFarland
FROM: Brian Zirbes
DATE: July 24, 2023
RE: Job Descriptions

Committee Members,

Previously I had submitted two proposed job descriptions. One for upgrading the existing Administrative Assistant II position to a Zoning and Administration Specialist position and the second for a new part-time Clerk-Typist position. The purpose of these requests had been to assist with workloads and build planning and code administration skill sets among BS&Z staff. This proposal was budget mindful in reallocating existing staff and only adding a new part-time Clerk-Typist.

Ideally, BS&Z could use a fulltime Planning and Code Administration Specialist position to assist with code administration and enforcement workloads, offer redundancy and backup to key office functions, and help capture and retain institutional knowledge. Most communities the size of Watertown have more than one person involved in Planning and Code Administration functions. However, I do realize that budget-wise this may not be possible at this time. Therefore, I am proposing some changes to my original proposal.

Rather than pursuing the Zoning and Administration Specialist position, I am suggesting that the outcome of the Administrative Assistant Job Cluster project be considered once this project is complete. This project may be able to accomplish some of the goals of the Zoning and Administration Specialist position proposal. Therefore, I am only requesting a new part-time Clerk-Typist position to assist the Administrative Assistant II position. This position will free up time for the Administrative Assistant II position to complete more complex tasks and provide consistent staff coverage for both BS&Z and Engineering. Starting wage for a Clerk-Typist position is currently \$15.16 per hour. The cost of this position at 20 hours per week would be approximately \$15,766 per year.

Thank you for your consideration.