



## STAFF REPORT

Meeting Date: June 6, 2016

Agenda Item #: 9k

TO: Mayor and Town Council

FROM: Susan Parker, Town Administrator

RE: **Assistant Administrator/Budget Officer Position**

ATTACH: Revised Job Description  
Revised Organizational Chart

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**Summary:** Town Council directed staff to review the need for filling the Assistant Administrator position. Staff reviewed the services that have been discussed recently by the Town Council related to public information, the annual report, social media and other special projects and determined that there is a sufficient workload to justify filling this position.

**Background:** The Assistant Administrator position has been left vacant since December 2009 and was previously held by Larry Crim. The primary duties of that position involved finance and streets. The salary range for the Assistant Administrator position beings at \$67,060 and ends at \$100,590.

**Discussion:** Staff revised the job description to include the service needs previously discussed. In addition, staff has included the revised organizational chart.

**Fiscal Policy Implications:** The expenses related to filling this position include the following:

\$	83,150	Proposed Salary
\$	250	Performance Bonus Pool
\$	832	<u>1% Merit Pool</u>
\$	84,232	Total Salary and Wages
\$	6,444	FICA
\$	10,740	Retirement
\$	3,369	401K
\$	6,600	<u>Insurance Benefits</u>
\$	27,152	TOTAL Benefits
\$	111,384	Total Compensation & benefits

\$	5,000	Computer/Desk/Phone/Equipment
\$	116,384	Total compensation, equipment and supplies
\$	37,500	LESS available contingency currently in budget
\$	<b>78,884</b>	<b>Fund Balance appropriation needed to fund position</b>

**Recommendation:** Staff seeks Town Council direction.