



STAFF REPORT

Meeting Date: February 17, 2015

Agenda Item #: V - h

TO: Mayor and Town Council
FROM: Dustin Graham, Public Works Director
THUR: Susan Parker, Town Administrator
TITLE: Administrative Assistant Position Proposal
ATTACH: Public Works Administrative Assistant Job Description

Summary: An Administrative Assistant is needed for clerical and computerized tasks for the Public Works Department and the Administration Department.

Background: The Public Works Department position that became vacant in early January is not being filled due to the landscaping tasks now being maintained by a Landscape Contractor. Instead, the Public Works Director and Town Administrator are proposing to convert the position to that of an administrative assistant position to serve both the Public Works Department and the Administration Department.

Discussion: This employee's duties would include:

- Serve as liaison between the Public Works Director and the general public with prompt replies to emails and phone calls;
- Serve as liaison between the Public Works Department and the Utility Companies concerning utilities locations, issues, etc.;
- Maintain schedules for walkway maintenance, street resurfacing and/or maintenance and the upkeep of the unpaved streets;
- Organize project work schedules under the direction of the Public Works Director;
- Compose and issue violation letters as needed by the Public Works Director;
- Receive and process applications for the surf chairs program, record reservation and coordinate with the Public Works Department for delivery;
- Coordinate the recycling program, communicate with Waste Industries for container delivery, pick up, etc., maintain customer database for annual billing purposes;

- Maintain a database of vacant property including physical addresses and owners mailing information for semi-annual mowing notifications, violation notifications, general correspondence, maintain mowing contractor list;
- Order necessary supplies and materials for projects as directed by the Public Works Director, working with the Finance Department as described by the purchasing policies;
- Maintain filing system in accordance with the adopted retention schedule;
- Produce monthly departmental report for the Council and Town Administrator;
- Maintain employee schedules concerning vacations, holidays, etc.;
- Develop educational material to be distributed to visitors and citizens;
- Assist the Administration Department with related duties such as filing, making copies, posting notices, etc.;
- Perform other duties that may be assigned on an as needed basis.

Social Media, Special Events and Public Relations Coordinator

- Perform general upkeep and maintain of the Town website;
- Perform general upkeep and maintain of the Town social media sites such as facebook, twitter, etc.;
- Develop a semi-monthly informational article concerning Town Council actions and/or research items, upcoming town projects and/or events, and related topics to be distributed to the news media and the emails subscribers list;
- Produce and release all topic sensitive press release as directed by the Town Administrator;
- Serve as liaison to Community HOA/POA's;
- Serve as liaison to any special events committees appointed by the Council;
- Serve as liaison to organizations bringing special events to the community such as the MS Breakaway to the Beach, Wounded Warriors Ride, Run Sunset Beach, Beach or Bust, etc.

Fiscal/Policy Implication(s): The addition of an administrative position at salary grade of 4 with a salary range of \$27,253 - \$40,881 would replace the existing position that is a salary grade 2 \$24,720 - \$37,080 but would allow for a new function needed by the Town to be addressed.