

2B

Work Session re: clerk job description/qualifications; 2019 Employee Resolution and Employee Compensation
Tuesday, April 2, 2019, 5:00 pm
Harris Town Hall

Present: Madam Chair Clayton, Vice Chair Haubrich, Supervisor Kelley, Supervisor Kortekaas, Supervisor Schack, and Treasurer Adams

The work session was called to order at 5 PM by Madam Chair.

Pledge to the flag was conducted.

The purpose of the work session was to pull together a job description and qualifications for the clerk position. Recently our elected clerk resigned, therefore, the board did appoint an interim clerk. Once the elected clerk resigned her position, the clerk position reverted to an appointed position, therefore, creating the need to pull together a job description and qualifications, compensation, and get the position posted.

The board reviewed the current job description of the elected clerk and discussed additional job duties which needed or should be added to the current duties. The board looked at several sample copies of clerk job descriptions and gleaned qualifications from those areas, plus what the board deemed as needed in order to perform the duties of the clerk.

The board discussed the stipend which is still in place for the month of April. Salary will replace stipend. The board looked at the hours that it currently is taking to perform the clerk duties (based on past pay requests and also based on hourly wages for work sessions).

The board pull together a salary range for the position, taking into consideration Per diem, and hourly rate meetings. A draft will be pulled together by Madam Chair, and an additional work session or two will be scheduled at the April 10 board meeting. The intention of the board is to finalize the Clerk duties and qualifications; and the 2019 Resolution and Employee Compensation, and bring before the April 24, 2019 P and D Meeting, with an effective date of May 1, 2019. Once the board approves all at their April 24th P and D Meeting, the Clerk position will open to the public.

There being no further business to come before the work session, the meeting was adjourned at 6:30 PM.

Submitted by: Peggy Clayton, Madam Chair

Signed by:

Chair

A handwritten signature in black ink, appearing to read "Peggy Clayton", written over a horizontal line. The signature is fluid and cursive.