

Memo

To: Members of the Personnel Committee
From: Faye Bowman, Chairwoman
Date: January 12, 2018
Re: Personnel Committee Meeting – Wednesday, January 17, 2018

There will be a meeting of the Personnel Committee on **Wednesday, January 17, 2018 at 7:00 pm** in **Conference Room 123 (first floor)**, 125 East Avenue, Norwalk, Connecticut.

AGENDA

1. Call to order / roll call
2. Public comments
3. Approval of minutes from meeting held on December 20, 2017
4. Discussion of Social Services Director position
5. Discussion of Communications Manager position
6. Adjourn

The next regular meeting is scheduled for Wednesday, February 21, 2018.

cc: Mayor Harry W. Rilling
Donna King, City Clerk
Irene Dixon, Assistant City Clerk
Bob Barron, Finance Director
Mario Coppola, Corp Counsel

**CITY OF NORWALK
PERSONNEL COMMITTEE
REGULAR MEETING
DECEMBER 20, 2017**

ATTENDANCE: Faye Bowman, Chair; Greg Burnett, Beth Siegelbaum, Doug Stern, Nick Sacchinelli (7:02 p.m.); Doug Hempstead (7:05 p.m.)

STAFF: Ray Burney, Personnel Director; Laoise King, Assistant to the Mayor

OTHERS: Diane Lauricella

CALL TO ORDER

Ms. Bowman called the meeting to order at 7:00 p.m. A quorum was present.

PUBLIC Comment.

Ms. Lauricella presented the Committee with a container of holiday peppermint bark.

Mr. Sacchinelli joined the meeting at 7:02 p.m.

She thanked the Council Members for sending the job description for the Communications Manager back to Committee. She requested the job description and other back up materials be posted on line for the public.

Ms. Lauricella said that she wanted to address agenda items concerning the Communications Manager and the proposed 2018 meeting schedule.

Ms. Lauricella said that she did not think that a Communication manager was needed but felt that a Grants Coordinator would be more beneficial to the City. As a member of the defunct Energy Committee, she wondered whether there were grants that the City was not taking advantage of.

Mr. Hempstead joined the meeting at 7:05 p.m.

Ms. Lauricella said that the Zoning Department is in desperate need of another staff member and pointed out that the Police Department and the BOE has two spokespersons on staff. There need to be fewer silo positions and the departments should be able to share skills.

Ms. Lauricella said that the Mayor holds staff meetings on Thursdays and she felt that the Mayor could find someone on the staff that could fill the Communications position.

Ms. Lauricella said regarding the proposed calendar that last year only 4 or 5 meetings were held out of the 12 scheduled meetings. She said that she had not been able to ask Mr. Burney why this was so. The job descriptions need to be updated and the Committee should be updating

**APPROVAL OF MINUTES FROM MEETING HELD ON
SEPTEMBER 27, 2017**

**** MR. SACCHINELLI MOVED THE MINUTES OF THE SEPTEMBER 27, 2017 MEETING.**

**** THE MOTION TO APPROVE THE MINUTES OF THE SEPTEMBER 27, 2017 MEETING AS SUBMITTED PASSED WITH TWO (2) IN FAVOR (HEMPSTEAD AND SACCHINELLI) AND FOUR (4) ABSTENTIONS (BOWMAN, BURNETT, SIEGELBAUM AND STERN)**

DISCUSSION OF COMMUNICATION MANAGER POSITION.

**** MR. SACCHINELLI MOVED THE ITEM.**

Mr. Stern said that it would be helpful to have an overview of how the grant writings ties into other departments. Mr. Burney said that the Grants Coordinator worked from the Mayor's Office. The staff member left in March and during the evaluation of the position, it became obvious that there was some room to add additional responsibilities. It was felt that it would be good to add in the responsibilities for communications.

Ms. King explained that the former staff member also had an assistant that handled the tracking of the grants. There are daily releases of the grants and many of them require basic information about the City (size, land mass, etc.).

Regarding the communications, the current practice is that the department heads decide when something should be released to the public. They write the release and send it to the City Clerk. Ms. King gave a recent example of a Public Works Department news release. There were several key pieces of information missing such as why the bulky pick up program would benefit everyone. There are several major projects such as the new mall, the Walk Bridge and other key projects on the event horizon. Discussion followed about the details about the Communications Manager responsibilities and adding those responsibilities to that of the Grants Writers.

Mr. Hempstead said that he would like to have copies of the job descriptions for the Mayor's Office. Mr. Burney made a note of this.

Mr. Hempstead went on to give a brief overview of the history of the position and pointed out the job responsibilities descriptions were vague. Ms. Bowman suggested that

the Committee members think about how they would like to have included in the position. Mr. Hempstead said that he remembered the Economic Development Director position, which included many of the communications director. Mr. Hempstead suggested that Mr. Burney check CCM for a description. Mr. Burnett suggested that Mr. Burney also check with the BOE about the Communications Director. Mr. Burnett expressed concern that one or the other aspect of the job would fall off the radar.

Mr. Burney said that after the former staff member left, the evaluation determined that the amount of work that the Grants Coordinator was not a full time work load. The City's need for a Communication Director was also discussed and the suggestion was made to combine the two positions. He added that the administration expected both positions to grow in the future.

Ms. Siegelbaum asked whether the Committee was creating a position that was too large for one person to do. Ms. King explained that the administration was not looking for someone who would be writing extensive grants. The majority of the grants that the City currently gets are pro forma grants through the State. The outlying grants are much smaller and do not require a great deal of experience to complete. Ms. King pointed out that the City did not foresee many new Federal or State Grants being released. If a large grant arrives on the horizon, there is always the opportunity to seek outside help. However, the Communication Director is vital because of all the events happening in the City. By creating a policy for the communications flow, the administration can funnel the information to the community.

Mr. Sacchinelli asked how much time Ms. King envisioned the position handling. Ms. King said that she thought that it would probably about 75% communications and 25% grants. Discussion followed.

Mr. Hempstead asked if salary ranges could be included in the job descriptions. Mr. Burney said that he would get some ranges from Fairfield County.

Mr. Sacchinelli said that he would like to have two part time positions because it appears that there would be a strong Communications role and a smaller grants role.

Ms. Bowman said that the first requirement for the Grants Positions was having knowledge for applying for grants. That is not included in the new description. While it is important to think about the finances, it is important to be sure that the grants are filed and the position generates money. She would like to see someone hired in the Grants Coordinator that can bring in more than their salary. The Communications Director is a separate entity.

Mr. Burney explained that the actual reality was that the Grants Coordinator was not generating funding for the last few years. There have not been as many grant opportunities available at this time. Mr. Burnett said that he felt that the Communications

Manager was a priority. The Grant Coordinator position is often confused with a Grant Writer. He suggested that there might be someone on staff already that could fill the Grant Coordinating as part of their regular duties.

Mr. Hempstead said that he would like to know what kind of grants were generated during the former staff member generated during her tenure.

Mr. Sacchinelli said that the grants have very strict deadlines and there were numerous occasions when Council was expected to approve a grant because of an impending deadline.

Ms. Siegelbaum said that she would have concerns about a part time job because people need benefits and that comes with a full time position.

Ms. King said that she wanted to make sure that she wanted to bring the information that the Committee needs. While she feels the Communications Director needs to be full-time, the administration was trying to be fiscally responsible. The nearby cities all have Communications Directors that have six figure salaries. However, it is important to fill the need and let it grow. She asked the Committee for direction regarding whether they want a full time positions or a part time position.

APPROVAL OF THE 2018 SCHEDULE OF MEETINGS.

**** MR. HEMPSTEAD MOVED TO ACCEPT THE 2018 CALENDAR.
** THE MOTION PASSED UNANIMOUSLY.**

Mr. Stern asked if there was a past practice of putting the back up materials on the website. Mr. Burney made a note of this request.

ADJOURNMENT.

**** MR. SACCHINELLI MOVED TO ADJOURN.
** THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 8:16 p.m.

Respectfully submitted,

S. L. Soltes
Telesco Secretarial Services

Chapter 1 Charter and Related Laws**ARTICLE X: Department of Social Services****§ 1-353 Department of Social Services.**

(Charter Amendment 2-10-1981.)^[1]

There shall be a Department of Public Welfare, referred to elsewhere in the Charter, which shall be known as the "Department of Social Services."

[1] *Editor's Note: The Charter Amendment adopted 2-10-1981 also provided for the repeal of former §§ 1-353 through 1-361, which comprised former Art. X, Department of Public Welfare (Sp. Laws 1913, No. 352, § 171; Sp. Laws 1933, No. 331, §§ 1 and 2; Sp. Laws 1935, No. 505, §§ 1, 2, 3, 4, 5, 6 and 7).*

§ 1-354 Appointment of Director.

(Charter Amendment 2-10-1981.)

There shall be a Director of Social Services in accordance with the provisions of Section 17-9 of the General Statutes. Said Director shall be in charge of and be responsible for the operation of the Department in carrying out its functions and duties. He shall be appointed by the Mayor, subject to confirmation by the Common Council, for a term of four years and may, at the beginning of a term, be made subject to a probationary period of service, after which he may be removed for cause. The provision shall become effective on the date the present Director of Social Services ceases to hold said office; said four-year term shall commence on the July 1 following the date the present Director ceases to hold said office.

§ 1-355 Creation and composition of Board of Social Services.

(Charter Amendment 2-10-1981.)

- A. There shall be a Board of Social Services of the city consisting of five electors of the city, who shall consult with the Director of Social Services, advise the Mayor and the Council on the operations of the Department and exercise such special functions and assignments as the Mayor or Council may direct.
- B. The Mayor of said city shall appoint the members of said Board, subject to confirmation by the Council, for a term of two years. Any vacancy which may occur in the membership of said Board may be filled for the unexpired portion of the term in the manner hereinbefore provided. The members of said Board shall serve without compensation. The members of the Board whose terms are unexpired as of the date hereof shall continue as members of the Board for the balance of their terms. The two existing terms expiring December 1, 1981, shall be succeeded by two terms of one year each which shall expire December 1, 1982, and thereafter they shall expire every two years.

The two existing terms expiring December 1, 1983, shall expire on that date and every two years thereafter. Upon passage of this ordinance, one new member shall be appointed for a term expiring December 1, 1983, and every two years thereafter.

§ 1-356 Powers and duties of Director of Social Services.

(Charter Amendment 2-10-1981.)

- A. The Director shall recommend such personnel as are required to carry out the duties and responsibilities assigned to the Department pursuant to this ordinance. The number, duties, responsibilities and salaries of such personnel shall be set forth in a set of written job specifications, prepared by said Director and approved by the Common Council, and shall further be subject to such other approval of the Board of Estimate as may be provided by law.
- B. The Director of Social Services shall administer the powers and duties delegated to the Department of Social Services by the Welfare Commissioner or Commissioner of Income Maintenance of the State of Connecticut. She/He shall have authority over all Department of Social Services officials. She/He may require the enforcement of any law, regulation or ordinance relating to social services or public assistance. She/He shall have all the power given Directors of Social Services under the General Statutes of the state.

- C. On or before the first day of October in each year, the Director of Social Services shall report in writing to the Mayor and Common Council upon the activities of the Director of Social Services. Such report shall contain a review of activities of the Department and shall contain recommendations for such Council action as he may find advantageous for the protection of Social Services.

§ 1-357 Reimbursement.

(Charter Amendment 2-10-1981.)

The Department of Social Services shall be authorized to seek reimbursement for any state or federal program for the needy, including but not limited to the poor, aged, infirmed, blind and disabled, in accordance with state or federal law.

§ 1-358 Turning over reimbursement or receipts to Comptroller.

(Charter Amendment 2-10-1981.)

All money reimbursed or receipts from the state or federal government shall be paid over to the Comptroller for deposit in the general fund of the City of Norwalk.

§ 1-359 through § 1-361. (Reserved)

Title: Grants Coordinator/Communications Manager
Department: Mayor's Office
Grade:

Job Code: 2014
Classification: Ordinance
Status: Full-Time
Date: 1/17/2018

General Responsibilities:

A professional administrative position working under the general direction of the Mayor's Office in cooperation with City Department Heads in the area of internal and external communications, media relations, public information and grants coordination and development. Actively maintains day-to-day contact with the media and general public. Assists all City Departments in obtaining new grant sources and funds. Coordinates activities of City Departments in monitoring, applying for and receiving intergovernmental assistance. Responsible for drafting grant applications, press releases, and correspondence on behalf of the Mayor and the City.

Specific Duties:

Reports to the Mayor's office and is responsible for the following:

- Establishes communications protocols for city departments and staff
- Manages internal communications and initiates actions to continually improve such communications
- Records & tracks City of Norwalk public communications and assists in managing responses and follow through
- Collaborates with various departments in revising, updating, and maintaining information on the city website.
- Compiles and analyzes performance measure data through the Mayor's Dashboard application.
- Manages communications with media, public, special events or other activities as assigned
- Provides quality control for all City of Norwalk messaging and external communications
- Works closely with the Mayor's office staff to plan, write and disseminate communications, including letters, press releases, presentations and electronic messages, targeting staff and the community.
- Develops and maintains a messaging strategy and media schedule aligned to City of Norwalk goals and priorities.
- Assists in identifying, acquiring and implementing grant programs in partnership with all City Departments.
- Administers activities of the City in compiling an inventory of existing grants, coordinating current grant programs, maintaining reporting requirements, identifying new sources of funding and assisting City Departments in the preparation of new and existing grant applications.
- Develops and implements the control mechanisms necessary to assure compliance with the requirements established by the various funding sources and provide efficient identification, acquisition and administration of grant resources available to the City.
- Assists City Departments in acquiring necessary legislative and executive approvals for grant applications and appropriations and facilitates grant contract execution.
- Performs contract compliance with assistance of Comptroller's office including budget preparation, quarterly reports, budget revisions, audit of programs and project closeout.

- Reports annually to the Mayor, Common Council and Board of Estimate & Taxation on grant activity experienced during each year, the forecast of grant activity and the budget effect of expected grant activity. Identifies materials for, and maintains, a central grants library for use by City Departments.
- Assists in program evaluation with City Department Heads upon project closeout.

Note: The above is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility. This position is appointed by the Mayor with Common Council approval and shall serve at the pleasure of the Mayor.

Qualifications Profile:

Bachelors degree in public relations, public administration, political science, mass communications, journalism, or similar discipline and two years of experience in public relations and or communications. Equivalent combinations of experience and training may be considered

- Ability to communicate effectively orally and through written presentations on deadline and for multiple audiences
- Knowledge of the principles and practices of journalism and media relations, including social media.
- Ability to develop and maintain strong relationships with members of the media and the community.
- Ability to use technology and social media platforms to engage staff and members of the public.
- Ability to assist Department Heads in giving priorities to grant requirements, developing indirect overhead factors and identify systems necessary to effective grants management.
- Ability to establish and maintain effective working relationships with City Department Heads, local legislators and state and federal officials, consultants, contractors, and general public.
- Ability to apply principles of administration to define problems, collect data, establish facts and draw valid conclusions.
- Ability to interpret a variety of instructions furnished in written, oral diagram or schedule form.
- Ability to speak and write clearly and concisely.
- Ability to coordinate.

City of Norwalk

Job Code: 5155

Title: Administrative Grants Secretary
Department: Mayor/City Clerk

NMEA/Grade: 12
Date: 3/9/2005

Position Definition: Performs secretarial and administrative work of a complex, confidential and responsible nature in the Mayor/City Clerk's Department.

General Duties: Receives oral or written instructions from assigned Supervisor. Plans and organizes work according to established or standard office procedures. Determines priority of work tasks. Relieves supervisor of detail work. Provides general information to public on department or City services. Maintains and monitors various City grants. Observes strict confidentiality in establishing and maintaining restricted files and records. Arranges meetings and schedules appointments for Supervisor and coordinates scheduling of field personnel with regards to training programs and seminars. Transmits and explains Supervisor's direction to proper persons and follows up for compliance, completeness and conformance with deadlines. Compiles and coordinates data for action by Supervisor. Types and transcribes letters, reports, from rough draft and notes. Composes and types routine correspondence and reports. Screens telephone calls and refers to appropriate office. Types statistical and narrative reports of some complexity. Performs special assignments, studies and routine administrative functions related to City grant programs. Assists in the preparation of department budget by compiling information and typing budget proposals. Files progress and financial reports to granting agency. Provides secretarial services to department staff as required. Reports work accomplished to Supervisor.

Additional Duties: Maintains purchasing, personnel or other administrative grant records and reports. Prepares legal notices for publication. Coordinates secretarial services for City meetings. Certifies Common Council actions, maintains Common Council minutes. Responsible for gathering information and preparing weekly meeting schedules. Assists in processing department payroll. Updates code books for the Mayor's office. Performs related work as required.

Supervised By: Receives general supervision from the City Clerk and/or Grants Coordinator.

Qualifications Profile: The skills and knowledge required would generally be acquired with a high school education with course work in Business English and Commercial Arithmetic with three years of increasingly responsible secretarial or office administrative work. Ability to acquire working knowledge of regulations and legal requirements of assigned department activities. Ability to type with speed and accuracy. Ability to accurately process large amount of paperwork. Ability to maintain complex files and record systems. Ability to perform basic mathematical calculations. Ability to compose correspondence and reports. Ability to collect and organize data. Knowledge of basic bookkeeping. Ability to assist the public in properly completing applications. Ability to relate positively to staff members, City officials and general public. Ability to transmit information to public in a clear and concise manner. Ability to operate office equipment and to learn to operate data and word processing equipment.

License or Certificate: Not applicable.

Note: The above is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility.

Title: City Clerk
Department: Mayor's Office
Grade: 04

Job Code: 0032
Classification: Ordinance
Status: Full-Time
Date: 3/20/2006

General Responsibilities:

Provides office administrative and functional assistance to the Mayor; acts as Secretary to the Common Council; receives, records and maintains City Code; files and maintains all Council, Board and Commission meeting minutes; and records and assumes administrative responsibilities for special projects as assigned by the Mayor.

Specific Duties:

Reports to the Mayor and is responsible for the following:

- Serves as Clerk of the Common Council. Prepares agenda and meeting materials for Common Council meetings and hearings.
- Serves as meeting Clerk of City Council, and Board of Estimate meetings.
- Oversees recording and reporting of Council meeting minutes and related actions.
- Notifies Council members of regular and special meetings.
- Maintains City files of all Council, Board and Commissions, list of members, meeting and hearing minutes, meeting notices and official actions.
- Acts as Keeper of the City Seal.
- Officially receives legal actions taken against the City and processes information to Corporation Counsel for action.
- Oversees the issuance of various licenses and permits.
- Oversees the regular processing of public inquiries and requests to the Mayor, refers requests, as possible, to appropriate department or person and follows up to ensure prompt and accurate responses.
- Represents Mayor at Board, Commission or administrative meetings as needed.
- Provides procedures for public to review all public records and documents.
- Organizes and administers the daily activities of the Mayor's office.
- Assigns work to Secretary and support staff as needed.
- Prepares budget recommendations for the Office.
- Prepares narrative and statistical reports for the Mayor and for the Common Council.
- Administers approved budget.
- Interviews, recommends employment and evaluates the performance of employees assigned to the Mayor's Office.
- Administers collective bargaining agreement and personnel rules for members of office staff.
- Participates in professional public administration organizations to remain current in field.
- Reports work accomplished to Mayor.

Qualifications Profile:

Bachelor's degree in Business Administration, Public Administration or some closely related field and three years of increasingly responsible experience in office administration or supervision; or, an Associate's degree with five years of the aforementioned experience; or, any equivalent combination of experience and training.

- Ability to acquire a working knowledge of City government, including City Ordinances and the functions and services of the various departments, Boards and Commissions.
- Ability to understand the internal organization, responsibilities and programs of the Mayor's Office.
- Excellent interpersonal skills.
- Excellent oral and written communication skills.
- Ability to carry out duties with a high degree of independence.
- Ability to efficiently schedule meetings, events and executive appointment schedule.
- Ability to establish and maintain organized files and record systems.
- Ability to efficiently process a high volume of paperwork.
- Ability to supervise.
- Ability to relate to staff members, the media and general public.

License or Certificate: Motor Vehicle Operator's license desirable.

Title: Assistant City Clerk
Department: Mayor's Office
Grade: 04

Job Code: 0002
Classification: Ordinance
Status: Full-Time
Date: 03/20/06

General Responsibilities:

Provides office administrative and secretarial assistance of a confidential, complex and responsible nature for the City Clerk; provides secretarial services to the Mayor and the Common Council; supervises office staff.

Specific Duties:

Reports to the City Clerk and is responsible for the following:

- Prepares and types agendas and other material for Common Council meetings and sub-committee meetings.
- Prepares required legal notices for meetings and public hearings regarding proposed ordinances
- Forwards copies of approved ordinances to publishing company for updating of City Ordinances.
- Assumes office responsibilities in temporary absence of City Clerk.
- Provides information to staff and public as requested.
- Attends City Council meetings as scheduled, and serves as meeting clerk.
- Prepares report of actions taken by the Common Council and distributes to designated people.
- Prepares meeting information for special staff meetings.
- Prepares minutes of special meetings and distributes to participants, administrators and others.
- Composes letters, memos and reports, as required by Council action.
- Transcribes and types confidential letters, reports and records from dictation notes, transcription equipment or rough notes. Independently composes letters and reports.
- Screens incoming correspondence or calls, and refers inquiries as possible to appropriate staff members, and follows up to ensure timely response. Independently performs special assignments, studies and reports as directed.
- Recommends changes in work procedures to improve efficiency of office operations.
- Allocates work to clerical staff.
- Prioritizes work tasks.
- Reports work accomplished to the City Clerk.
- Performs related work as assigned.

Qualifications Profile:

High school diploma or equivalent and three years of increasingly responsible secretarial or office administrative experience; or, any equivalent combination of training and experience.

- Ability to understand the internal organization, responsibilities and programs of the City Clerk and Mayor's offices.
- Ability to carry out duties with a high degree of independence.
- Excellent interpersonal skills.
- Ability to prepare legal notices following established regulations.

- Ability to prepare meeting agendas.
- Ability to acquire a working knowledge of the City Code and other pertinent City regulations.
- Ability to assume the City Clerk's responsibilities as necessary.
- Ability to supervise.
- Ability to type with speed and accuracy.
- Ability to take minutes of meetings correspondence and reports.
- Ability to efficiently schedule meetings, events and executive appointment schedule.
- Ability to establish and maintain files and record systems.
- Ability to efficiently process a high volume of paperwork.
- Ability to relate to staff members, the media and general public.
- Ability to operate word processing and data processing equipment.

License or Certificate:

Motor Vehicle License preferred.

Title: Assistant to the Mayor
Department: Mayor's Office
Grade: 03

Job Code: 0025
Classification: Ordinance
Status: Full-Time
Date: 3/20/2006

General Responsibilities:

Assists the Mayor in implementing Mayoral initiatives developing policies, and coordinating the day-to-day operations of the Mayor's Office. Acts as liaison between the Mayor and multi-departmental working committees, Task Forces, ad hoc building committees for school construction and public works projects, and neighborhood and other community organizations. Carries out such other implementation and liaison duties as directed by the Mayor.

Specific Duties:

Reports to the Mayor and is responsible for the following:

- Assists Mayor in developing and implementing city-wide initiatives and policy.
- Assists Mayor in managing and coordinating the day-to-day operations of the Mayor's office.
- Represents the Mayor's Office at meetings of municipal staff, special committees and agencies in Mayor's absence.
- Provides additional staff support and performs further assignments as directed by the Mayor.
- Prepares statistical and narrative reports on issues and policy alternatives as directed by the Mayor.
- Assists the Mayor in the review of the recommended annual budget and capital improvement program.
- Conducts special studies for the Common Council, Boards, or Commissions as directed by the Mayor. Reports work accomplished to the Mayor.
- Transmits directions of Mayor to Departments and follows up to assure compliance and timely completion of assignments.
- Conveys Mayor's priorities for work assignments to administrative personnel.
- Responds to requests for information and procedural assistance from municipal departments.
- Acts as a liaison between Mayor, departments, and working committees.
- Plans and organizes work according to standard procedure.
- Performs related work as assigned.

Qualifications Profile:

Bachelor's Degree in Public Administration, Business Administration, or some closely related field; a Master's degree in Public Administration or a Law degree is preferred, or, any equivalent combination of training and experience.

- Ability to interact professionally and effectively with citizens, department heads, staff members, elected officials and media.
- Ability to apply principles of public or business administration to define problems, collect data, research policy alternatives and offer constructive executive and legislative solutions.
- Ability to prepare and present, either orally or in writing, concise and clear reports of City programs, procedures and activities.

License or Certificate: Motor Vehicle Operator's license desirable.

Title: Executive Secretary
Department: Mayor's Office
Grade: 04

Job Code: 5066
Classification: Ordinance
Status: Full-Time
Date: 3/20/2006

General Responsibilities:

Provides professional administrative and secretarial assistance of confidential and complex nature requiring independent action and judgment with minimal supervision.

Specific Duties:

Reports to the Mayor and is responsible for the following:

- Prepares Mayor's calendar and arranges appointments and meetings.
- Types and transcribes confidential letters, reports and records from dictation notes, transcription equipment or rough notes.
- Composes letters and reports independently.
- Screens incoming correspondence or calls, refers to appropriate staff members and follows up to ensure timely response.
- Responds to inquiries and requests from the public.
- Transmits and explains Mayor's directions to proper persons and follow up for compliance, completeness and conformance with deadlines.
- Compiles and coordinates data for action by Mayor.
- Prepares meeting information for special staff meetings.
- Develops and maintains confidential and complex records and files.
- Compiles and maintains various policy manuals.
- Receives oral and written directions from the Mayor.
- Provides backup secretarial services to City Clerk.
- Plans and organizes work according to office or standard procedures and priorities work tasks.
- Reports work accomplished to the Mayor.

Qualifications Profile:

Associate's degree in Secretarial Science, and four years experience in an office administrative or secretarial position, or graduation from high school and five years of increasingly responsible office administrative or secretarial experience; or, any equivalent combination of experience and training.

- Ability to carry out duties with a high-degree of independence.
- Ability to type with speed and accuracy.
- Knowledge of a variety of office software programs; e.g.: Word, Excel, Access.
- Ability to take minutes of meetings, correspondence and reports in shorthand.
- Ability to efficiently schedule meetings, events and executive appointments.
- Ability to establish and maintain files and record systems.

- Ability to efficiently process a high-volume of paperwork.
- Ability to relate to staff members, to the media and to the general public.
- Ability to process confidential information.
- Ability to learn or knowledge of the functions of the organization and responsibilities of the Mayor's office and city departments.

License or Certificate: Not Applicable

City of Norwalk

Job Code: 5040

Title: Administrative Support II

NMEA/Grade: 10

Department: As Assigned

Date: 7/20/2009

Position Definition: This class is distinguished from the class of Administrative Support I by the more difficult or varied assignments.

General Duties: Performs varied and difficult clerical and/or sub-professional accounting tasks. Supervises the collection and compilation of complex statistical data from a variety of source materials. Schedules and assigns tasks to subordinate clerks and reviews their work for accuracy and completeness. Supervises or personally prepares payroll, budget records, vouchers, requisitions and other data. Trains subordinate staff in office policies and procedures including department specific software. Establishes complex cross reference files and file categories. Responds to questions from the public concerning a number of different services or provides explanations to semi-technical regulations in a specialized field. Supervises the maintenance of revenue and appropriation ledgers and prepares periodic and special financial reports.

Additional Duties: Operates various office machines, including, but not limited to calculators, copiers, faxes and personal computers. Enters information and retrieves data from MUNIS financial and HRIS systems. Performs related duties as required.

Supervised By: Receives general supervision from the Department Head.

Qualifications Profile: The skills and knowledge required would generally be acquired with a High School Diploma or GED and two (2) years experience performing moderately difficult administrative or account keeping tasks. In the City of Norwalk, this would be at the level of Administrative Support I. Thorough knowledge of office terminology, procedures and equipment; thorough knowledge of business arithmetic and English. Thorough knowledge of the regulations and practices of the office to which assigned. Good knowledge of modern clerical account keeping practices. Some knowledge of professional accounting practices. Ability to follow complex oral and written directions and to prepare complex fiscal and other reports. Ability to make minor decisions in accordance with laws, ordinances, regulations and established policies. Ability to effectively communicate orally and in writing; ability to plan and supervise the work of others. Ability to utilize various office automation software, including word processing systems, spreadsheets and database management programs. Ability to deal effectively with others, including the public, and co-workers.

License or Certificate: Not Applicable.

Note: The Human Relations/Fair Rent Department requires the incumbent to be bilingual in Spanish and English. The above is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility.

7/20/2009 Administrative Change

1/13/2009 Approved by CC (NMEA Contract)

DISTRICT- COMMUNICATIONS DIRECTOR

CLOSES OCTOBER 12, 2013

PLEASE POST

E-2013-3

**Norwalk Public Schools
Norwalk, Connecticut 06852**

COMMUNICATIONS DIRECTOR

JOB DESCRIPTION:

The Communications Director reports to the Superintendent of Schools and is responsible for the major position components of internal communications, external communications and responsibilities in the superintendent's office.

MAJOR DUTIES AND RESPONSIBILITIES:

Internal Communications:

1. Establishes communications protocols for departments, staff and superintendent
2. Oversees internal communications and initiates actions to continually improve such communications
3. Records & tracks Superintendent-staff communications and assists in managing responses and follow through
4. Edits the superintendent's weekly report for the Board of Education and develops items for report, as assigned

External Communications:

1. Maintain NPS website with regular updated messages from the superintendent
2. Manages communications with media, public, parents during emergencies, special events or other activities as assigned
3. Provides quality control for all NPS messaging and external communications
4. Serves as a liaison to external community groups or organizations (i.e., Norwalk Acts, Realtor Assoc., etc.)
5. Assist Board liaison in planning and organizing events for Board Meetings
6. Takes initiative to improve communications with parents

Superintendent's Office

1. Maintains Cabinet agendas and action item minutes
2. Conducts research as assigned
3. Completes draft documents as assigned
4. Respond to stakeholder issues, complaints, concerns, as assigned
5. Organizes meetings and manages special assignments as assigned

Page 2: Communications Director - District

REQUIRED QUALIFICATIONS:

1. Bachelor's Degree
2. Demonstrated experience in the communications field
3. Excellent writing skills

4. Previous experience in an administrative support role
5. Excellent computer skills

PREFERRED QUALIFICATIONS:

Master's Degree

COMPENSATION:

BASED ON PREPERATION AND EXPERIENCE, UP TO \$60,000

EFFECTIVE DATE OF POSITION:

2013-2014 SCHOOL YEAR

Apply at:

www.norwalkpublicschools.org

Click employment

NORWALK IS AN EQUAL OPPORTUNITY EMPLOYER

The Norwalk Board of Education is an equal opportunity employer. It hires qualified personnel based upon the individual merits and achievements of applicants and employees. All hiring decisions are made without regard to Race, Religion, Color, National origin, Gender, Age, Marital Status, Sexual Orientation, or Physical or Mental

FLSA Classification- non-exempt
Classified- UAW
Salary Grade- S/V-13
Reports to- Grants Officer

Adopted- 09/23/98
Revised- 02/24/2005
Revised- 09/24/2015

GRANTS COORDINATOR

GENERAL SUMMARY OF DUTIES

Under the general direction of the Grants Officer, plans and coordinates grant research, writing, and monitoring activities within the Grants Office; designs and implements various administrative systems and projects; leads team(s) to accomplish projects as assigned; performs related duties as required.

EXAMPLES OF WORK (Illustrative Only)

Analyze Notices of Funding Availability with regard to funding objectives of the City and local agencies and distributes relevant information to same.

Coordinate and oversee grant application projects involving personnel from the City and/or local agencies.

Write and submit grant proposals.

Train City personnel, local agency representatives, and individuals in the grant process, including application, contract, and reporting components.

Complete and maintain project files, reports and records as required by funding agency, including utilization or federal/state mandated software programs required for the proper accountability of funds on assisted projects.

Substitute for Grants Officer when necessary at meetings of the Boards of Finance and/or Representatives.

In coordination with the Grants Officer and Grants Account Analyst, monitor programs to assure compliance with contracts, federal and/or state regulations, and other applicable standards.

Develop contract terms and documents for subgrantees, to be reviewed by the Office of Legal Affairs.

Keeps abreast of relevant government legislation and regulations.

Serves as liaison to federal and state grantor agencies.

GRANTS COORDINATOR
S/V-13

REQUIRED KNOWLEDGE, SKILLS & ABILITIES

Good knowledge of Federal and State Grant-in-Aid programs, regulations, and budgetary practices.

Ability to communicate effectively orally and in writing.

Ability to coordinate and prioritize multiple grant projects.

Ability to establish and maintain effective working relationships with department and bureau heads, state and federal officials, members of boards and commissions, and the general public.

Knowledge of administrative/management standards and practices.

Ability to read, interpret, and prepare complex written material.

Ability to plan, direct, and supervise the work of others.

Ability to utilize standard word processing programs.

MINIMUM TRAINING & EXPERIENCE REQUIRED

Graduation from an accredited college or university with a Bachelor's Degree and two (2) years of combined experience in grant research and writing.

ADA and ADAAA Specifications

Physical Demands:

Ability to stand, walk, sit, use hands, fingers, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment:

While performing the duties of this job, the employee is not exposed to weather conditions.

The noise level in the work environment is usually moderate.

This job description is not inclusive of all job functions and will be reviewed periodically as duties and responsibilities change with business necessity. Position duties and responsibilities are subject to modification.