

## **Chapter VIII Administrative Departments and Employees**

Overview: Not all of the listed positions are filled by employees; some are contract positions. Job descriptions are not available for all listed positions/roles.

I reviewed this section with First Selectman, Barbara Perkinson and Personnel Administrator, Amy Burton for their input and guidance.

Changes/Additions are in RED

### Open Items:

1. In speaking with First Selectman, Barbara Perkinson she mentioned a prior submission (copy attached) she sent to CRC about not needing to “appoint” these positions annually. Is this something we want to add to the Charter?
2. The following positions reflect a statement about the recommendations from the associated board or commission relative to the person being appointed. Does this still apply given the status of either “governing” or “advisory”? Positions in question are: Director of the Library, Director of Park & Recreation, Director of Senior Services.

### Changes:

1. Please list all positions in alphabetical order
2. Section 801 B.1. Assessor
  - a. Change: An assessor who shall be certified by the State of Connecticut (Connecticut Municipal Assessor – CCMAI and CCMA II designations) shall be appointed to perform such duties and functions as are provided by the General Statutes for Assessors.
  - b. Add: The Assessor is responsible to direct and administer the valuation of real estate, personal property and motor vehicles; to perform field investigations and inspections required to properly evaluate property; to establish and prepare the Town Grand List.
3. Section 801 B.2. Assistant Town Clerks

- a. Question (LEGAL): Should this position be reflected in this section, it isn't the department head but does have the "powers" of the Town Clerk in their absence?
- 4. Section 801 B.3. Building Official
  - a. Add: for the safety, health and welfare of the persons and property in the Town of Woodbury.
- 5. Section 801 B.4. Assistant Building Official REMOVE
  - a. There is no such position
- 6. Section 801 B.5. Town Treasurer/Chief Fiscal Officer
  - a. Change: The Town Treasurer/Chief Fiscal Officer has a dual reporting relationship to the Board of Selectman ~~for operations~~ and Board of Finance for operations, budget performance and financial policies.
  - b. Change: The Board of Finance ~~may~~ shall interview and...
- 7. Section 801 B.6. Police Protection
  - a. Remove: 801.B.6.b: the last sentence – ~~At least one constable shall be an Elector of the Town.~~
- 8. Section 801 B.7. Emergency Management Director
  - a. Change: Change position title to match job description
  - b. Add: , in compliance with Connecticut General Statutes and Town of Woodbury Ordinances.
- 9. Section 801 B.8. Director of Public Works
  - a. Remove: current description
  - b. Add: Director of Public Works is appointed to coordinate and direct the operations of the Department of Public Works. Overseeing both daily and long-range projects and maintenance associated with Public Works garage, yard, and vehicles; town roads; and operation of transfer station.
- 10. Section 801.B.9. Animal Control Officer
  - a. Remove: current description
  - b. Add: Animal Control Officer is appointed to enforce all laws and regulations pertaining to the control and impoundment of domestic, companion and exotic animals as well as enforcement of animal cruelty laws.

11. Section 801.B.10 Fire Marshall

- a. No Changes

12. Section 801.B.11 Land Use Enforcement Officer (s)

- a. 801.B.11.b Change: "shall" to "may"
- b. 801.B.11.c Change: "shall" to "may"
- c. 801.B.11.d Change: "shall" to "may"

13. Section 801.B. 12 Library Director

- a. Change: , shall appoint a Library Director. (period)
- b. Add: The Library Director is responsible to develop, administer, and coordinate the work of the Library and staff. Works with Board of Selectmen and Library Board of Trustees to establish goals, policies, and objectives for the Library.

14. Section 801.B.13 Town Counsel

- a. No Changes

15. Section 801.B.14 Town Planner

- a. No Changes

16. Section 801.B 15 Tree Warden

- a. Change: Need to add the CT Statute number (LEGAL)

17. Section 801.B.16 Director of Parks & Recreation

- a. Add: Plan and manage programs and activities of the Parks & Recreation department.

18. Section 801.B.17 Director of Senior Services

- a. No Changes

19. Section 801.B.18 Director of Social Services and Municipal Agent

- a. No Changes

20. Section 801.B.19 Personal Administrator (NEW)

- a. Add: The Personnel Administrator is primarily responsible for the planning, organization and administration of all town personnel policies, procedures, collective bargaining agreements, health insurance plans, retirement plans, employee recruitment and onboarding, occupational safety and risk management programs, and employee training.

21. Section 801.B.20 Building Maintainer (NEW)

- a. **Add:** The Building Maintainer is responsible for the coordination of effective management, maintenance, and operation of all municipal buildings and facilities within the Town of Woodbury. This role ensures that municipal properties are safe, functional, and well-maintained to support the needs of the community and municipal staff.

Submitted 1/29/25 Karen A. McWhirt