

Q. I am a member of IIMC and was wondering if there is someone there that could guide me with my request to the Town Administrator to hire addition staff in my office?

We lost a part-time employee back in 2005 and they have not filled the position since. A Lot of work to do for my Assistant and myself. Pop 11,000. I am a member of IIMC and was wondering if there is someone there that could guide me with my request to the Town Administrator to hire addition staff in my office? Looking for any guides to get me started.

A.

I just within the past month, put in a request for a Public Records Officer (full time position) for the 2015/16 biennial budget. It looks like it's going to fly. We are a city of just over 9,000 BUT we have 1600 businesses (my office takes care of business licensing) and we have as much work as any of the larger municipalities I've ever worked for. I have two full time staff members and am responsible for records management, risk management and a very active council.

You perhaps can't (and don't want to) replicate the way my request came about. We had two huge public disclosure issues that proved the need for an additional staff member, so my attorney was with me making the request of the City Manager. Luckily there was a "records manager" position in our union scale already (above the admins but below me) that worked perfectly for determining a wage and I developed a budget with that as a starting point. I'm still working on the job description, but have lots of samples from other records managers in the State, along with the "old" records manager job description. I think the boss would like me to find someone from within to fill the position, and it is a possibility since the salary is a step up from the administrative assistant positions, but it would have to be someone who loves working with records and public disclosure – because that's all they'll be doing.

When discussing the position, I used statistics – number of records requests, contracts, resolutions, ordinances and agenda packets we've processed so far – the fact that we're going forward with Laser fiche and web link and eventually going paperless....and the fact that we also are in the middle of a change in our AV equipment (more records!). You have to pull out all the stops – I don't think we clerks as a rule are good at advocating for ourselves because we're the ultimate "helpers" in our jobs....!