

## Proposed Administration Support Assistant (Part-Time)

As you are aware, we have been without a Finance Director since February 2021 leaving the Administration Department employees to take on extra duties and putting the less imperative ones on the backburner. We knew it was going to be challenging to find the City Administrator who has the experience and is the "Right-Fit" for the City of Hubbard. We are requesting to hire a Part-Time Administration Support Assistant to assist us during peak times and potentially help us get some of these back burner items on track, and to also alleviate burn-out.

**Is this temporary help (will this position be cut once we hire the City Administrator)?** We recommend when the City Administrator is hired, they should look at this position and see the affordability/necessity of this position. I know the Administration Department could use a part-time person even with three in the Department. As the City has grown, the Police Department and Public Works Department have also grown adding staff. In order for the Administration Department to stay current and/or move forward the part-time employee is needed. We see this position as being a good asset especially with the 56.38 Acre, 324 dwelling unit development application that is on the August 16, 2022, Planning Commission Agenda.

**If this isn't temporary then what are the budget impacts to the city (what will it cost)?** The City Administrator can evaluate when they are hired. If there isn't a City Administrator hired before the next Budget process, the City Council can revisit the position. Administration Staff will also be monitoring this position as we definitely want the person to stay busy.

The current Public Works Office Assistant / Part-Time salary Schedule \$16.12 hour - \$19.52 hour. Using this pay schedule on the high-end for the Part-Time Administration Support Assistant Totals \$35,976 for 12 months which include 12-months of Salary, Taxes, and PERS [6 months and/or 600 hours]. **(\$2,998/month)**

An average of 53 hours a month (*scheduling during high peak times and/or projects*) assisting Administration with/but not limited to the following:

- Cash receipting (Utility Billing/Court, etc.)
- Data Entry as needed
- Assisting during Court, UB (1st, 10th, 15th, shut off day, preparing mailing of bills, other dates as needed)
- Opening and processing mail
- Banking errands
- Answer phones
- Filing as requested
- Assisting with purging records room

The City Administrator/Finance Director is currently Budgeted at \$183,819 for the year [12-month salary, Taxes, Insurance, and Pers] **(\$15,318/Month)**

Top Range	Mid Range	Low Range
\$15,318 mo Administrator		
<u>\$-2,998 mo Support Assistant</u>	<u>\$-2,768</u>	<u>\$-2,475</u>
\$12,290 x 12 months = \$147,480.24	\$12,550	\$12,843