



## **Town of Yorktown**

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4/14/2016

Assistant to the Town Manager

Last month, I presented the job description for the Assistant to the Town Manager Position for your review. I have talked with a number of you about the position and I believe the job description accurately depicts an individual that will be working special projects and policy review within our organization. As I mentioned, Todd Blevins who interned with the Town last summer is completing his Master Degree and has an interest in the position. He has knowledge of our organization and understands the vision the community is progressing with.

Also attached is a revised version of the Salary Ordinance with the position added in. As you can see, the position will be funded from General Fund and Water/Sewer Utilities. After doing some research, the position will qualify for an exempt (salaried) status versus that of an hourly employee. This position will be provided benefits in line with the personal policy.

I would recommend the creation of the position and acceptance of the revised salary ordinance. If the position is created, I am also recommending the hiring of Todd Blevins subject to all required background checks, with a start date at the end of May or 1<sup>st</sup> part of June.

Pete