

Karimah Mickens
Hamden Town Clerk

**AGENDA
CIVIL SERVICE COMMISSION
REGULAR MEETING**

Thursday, June 9, 2022 @ 9:00 A.M.

Electronic Meeting pursuant to Paragraph 1 of Executive Order 7B.

This will be an Electronic Meeting only

Public Questions can be emailed to CSC@hamden.com

ZOOM Link: <https://us06web.zoom.us/j/5731522919>

- 1. Review and certification of the following eligibility list(s):**
 - a. Assistant Town Clerk

- 2. Review and approval of the following job description(s):**
 - a. Library Business Manager
 - b. Human Resources Officer

- 3. Correspondence from Police Chief, Tim Wydra for promotional and if necessary open and competitive recruitment for Certified Police Officer.**

- 4. Correspondence from Detective Brian Stewart for elimination of one (1) Entry Level Police Officer.**

- 5. Correspondence from Sergeant Ray Quinn for elimination of two (2) Certified Police Officers.**

- 6. Old Business:**

- 7. Public Input:**

- 8. Executive Session (if necessary):**

- 9. New Business:**

- 10. Adjourn:**

Assistant Town Clerk Eligibility List June 7, 2022		
Rank	Last name	First name
1	Velez	Robert
2	Cimino	Eileen
3	Gravino	Stacy
4	Urbanski	Sylvia

TOWN OF HAMDEN

Cindy

Library Business Manager

Classified / Competitive

B.U.: AFSCME, Local 1303-115

Department: Library

Salary: Appendix A / Range 4

New Includes Purpose of Class

Supervision Received: Works under the general direction of the Library Director or her/his designee.

Supervision Exercised: At the direction of the Library Director or her/his designee, may supervise employees of an equal or lower classification.

Essential Job Duties Required: This position involves administrative and technical duties requiring a substantial degree of independent action. Major responsibilities include library office management, budget and financial accounting and personnel records.

revised adds maintenance of personnel & financial record

→ Library Office Management: In accordance with library policies, priorities and procedures, manages the Library Office on a day to day basis. Establishes office procedures. Confers with other Town departments, vendors, library staff and library patrons to provide information and to resolve problems. Authorized to make decisions in response to building emergencies* and assigning staff as necessary. Prepares monthly financial and narrative reports, annual reports to the Connecticut State Library and other reports as necessary. ~~also adds~~ following the hierarchy of library management ~~adds~~ [ie grant expenditures].

→ Budget and Financial Accounting: Responsible for processing all library purchases, prepares purchase orders, secures price quotations as necessary, processes invoices and returns, etc. Maintains budget database, monitors expenses against budget, prepares reports on expenditures, works closely with the Finance and Purchasing Departments to ensure accurate record of library expenditures. Maintains Library fund accounts, including management of grant funds. Responsible for petty cash, collecting and depositing revenue from fines and fees. Assists in budget preparation and other accounting functions. May manage office functions and support to Library Administrators, Library Board, and Friends of the Library.

→ Personnel: Maintains library staff personnel records. Prepares the weekly payroll, maintains vacation, sick and personal time records, etc. Works with Associate Library Director to oversee all aspects of building and equipment maintenance and repair. Works with Library Director on planning, financing, and overseeing building improvement projects. ~~changed to~~ works with Library Administration and staff

→ Other: Provides public desk assistance as assigned. May include collection development responsibilities as assigned. Performs clerical and secretarial functions as required. Performs other library tasks as required.

May help at public desks. May serve as a library representative at round tables, Town functions, or other library programs. May perform clerical and secretarial functions as required. Participates on library committees.

[Removal of collection development responsibilities]

**Town of Hamden
Library Business Manager**

**Classified/Competitive
Department: Library**

**Salary Range: 4
BU: AFSCME, Local 1303-115**

PURPOSE OF CLASS:

In the Town of Hamden this class is accountable for performing administrative and technical duties required to administer the library business office, including budget and financial accounting, payroll, and benefit accrual work, purchasing, oversight of financial portions of grants, donations, and gifts, preparing financial and budgetary reports, and management of meeting/public spaces.

SUPERVISION RECEIVED: Works under the general direction of the Library Director or her/his designee.

SUPERVISION EXERCISED: Works under the general direction of the Director or her/his designee, may supervise employees of an equal or lower classification.

EXAMPLES OF DUTIES: This position involves administrative and technical duties requiring a substantial degree of independent action. Major responsibilities include library office management, budget and financial accounting, and maintenance of personnel and financial records.

Library Office Management: In accordance with library policies, priorities, and procedures, manages the Library Office on a day-to-day basis. Establishes office procedures. Confers with other Town departments, vendors, library staff and library patrons to provide information and to resolve problems. Authorized to make decisions in response to building emergencies and assigning staff as necessary, following the hierarchy of library management. Prepares monthly financial and narrative reports, portions of the annual report to the Connecticut State Library, and other reports as necessary [i.e., grant expenditures].

Budget and Financial Accounting: Responsible for processing all library purchases, prepares purchase orders, secures price quotations as necessary, processes invoices and returns, etc. Maintains budget database, monitors expenses against budget, prepares reports on expenditures, works closely with the Town Finance and Purchasing offices to ensure accurate record of library expenditures and income. Maintains library fund accounts, including management of grant funds. Responsible for petty cash, collecting and depositing revenue from fees and services. Assists in budget preparation and other accounting functions. May manage office functions and support to library administration, the Hamden Public Library Board of Directors, and the Friends of the Hamden Library.

Personnel: Maintains library staff personnel records. Prepares the weekly payroll, maintains vacation, sick, and personal time records, FMLA usage, etc. Works with the library administration and staff to provide for building and equipment maintenance/repair and supply inventory. Works with library administration on planning, financing, and oversight of building improvement projects and implementation of the capital budget.

Other: May help at public desks. May serve as a library representative at round tables, Town functions, or other library programs. May perform clerical and secretarial functions as required. Participates on library committees. Performs other library and business tasks as required.

Library Business Manager (continued)

MINIMUM QUALIFICATIONS REQUIRED: A Bachelor's degree from a recognized college or university with at least three (3) years of progressively responsible office administration experience; A Master's degree in Business Administration/Nonprofit Administration, or Library Science is preferred; or any equivalent combination of training and experience necessary to perform the essential job duties.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Superior knowledge of office management and record-keeping.
- Knowledge of modern techniques and methods in the operation of a public library/nonprofit/municipal department.
- Ability to use or learn how to use computer systems/programs related to municipal purchasing, budgeting, and payroll.
- Knowledge of grant reporting and preparation.
- Understanding of best practices related to gifts and donations.
- Skill in tactfully and effectively working with the public.
- Ability to maintain and to establish effective work relationships with Town officials, staff, and library stakeholders.
- Ability to read, write, and interpret technical and financial reports.
- Actively works to highest standards of integrity with a clear understanding of confidentiality as it relates to both financial practices, personnel standards, and administration of a public library.
- Ability to work in an office setting subjected to continuous interruptions and demanding deadlines.

Physical, mental exertion/environmental conditions:

Performs duties in an office environment. Must be able to pay attention to details and accept some level of mundanity in the job. May be required to lift and move light to medium weights [office supplies, books, etc...].

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive or every task and responsibility. Reasonable accommodations may be made to enable individuals to perform the essential duties.



HAMDEN POLICE DEPARTMENT

2900 Dixwell Avenue, Hamden, CT 06518

Tel: (203) 230-4015 Fax: (203) 288-4876

Timothy F. Wydra
Acting Chief of Police
tfwydra@hamdenpd.com

June 3, 2022

Brigitte Cogswell
Personnel Director
Town of Hamden
2750 Dixwell Avenue
Hamden, CT 06518

Dear Ms. Cogswell,

Please consider this a formal request for an official recruitment and establishment of an eligibility list for the position of certified police officer to be certified by the Civil Service Commission.

Thank you for your anticipated cooperation in this matter and please contact my office with any questions.

Sincerely,

Timothy F. Wydra
Acting Chief of Police

/sa

Cc: Lauren Garrett, Mayor
Sean Grace, COS



HAMDEN CT