



# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

## Legislation Details (With Text)

**File #:** 23-1311      **Version:** 1      **Name:**

**Type:** Job Description      **Status:** Passed

**File created:** 3/6/2023      **In control:** Town Council

**On agenda:** 3/22/2023      **Final action:** 3/22/2023

**Title:** MOTION to approve a revised job description for Administrative Assistant - Library as presented in the draft dated February 15, 2023.

**Attachments:** 1. 2023.02 Library Administrative Assistant-2023-02-15.pdf, 2. Library Secretary-Technical Services Assistant 12-2017.pdf

Date	Ver.	Action By	Action	Result
3/22/2023	1	Town Council	Approved and so declared	Pass
3/8/2023	1	Administration Committee	Recommended for Approval	Pass

### JOB DESCRIPTION

**Motion/Request:**

MOTION to approve a revised job description for Administrative Assistant - Library as presented in the draft dated February 15, 2023.

**Background:**

The Library Secretary - Technician job description was last updated and approved on December 13, 2017.

The job description was being revised/updated to the Administrative Assistant to more accurately reflect the current duties and responsibilities of the position.

The work to update to this job description has been in-process for sometime, and began under the former Library Director Gale Bradbury.

(Please see attached new draft Job Description dated 2/15/2023 and for reference the old Job Description dated 12/13/2017).

**Department Comment/Recommendation:**

(type text here)

**Human Resources Comment/Recommendation:**

This position is in the Town Hall and Library Union - Local 1303-184.

**Financial Information:**

(type text here)

**Mayor Comment/Recommendation:**

(type text here)

**Meeting Action Detail:**

**Town Council Meeting 03/2/2023**

File #: [23-1311](#)Version: 1

Type: Job Description

Title:

MOTION to approve a revised job description for Administrative Assistant - Library as presented in the draft dated February 15, 2023.

Mover: Ingalls

Secunder: McGrattan

Action: Approved

**Minute Note:**

Moved by Councilor Ingalls seconded by Councilor McGrattan

Discussion: It was noted that Library Director Jennifer Smith was attending the meeting remotely to answer questions. No questions were asked

VOTE: 7 - 0 Approved and so declared

Action: Approved

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**Administration Committee Meeting 03/08/2023**

File #: [23-1311](#)Version: 1

Type: Job Description

Title:

MOTION to approve a revised job description for Administrative Assistant - Library as presented in the draft dated February 15, 2023.

Mover: McGrattan

Secunder: Ingalls

Action: Recommend to Approve

Minute Note:

Moved by Councilor McGrattan, seconded by Councilor Ingalls

Discussion: Councilor Ingalls stated that she appreciated having the “*track changes*” document because it made it very easy to see where they were making changes to the job description and the reason for the changes. She stated in reviewing the proposed job description that it was clear they were tightening up the language. She stated although the track-changes was a messy presentation that it was thorough; and therefore, she did not have any questions.

Councilor McGrattan noted that she was the Library Commission Liaison and that she was at the Commission’s meeting when they discussed the updates to the job description; and therefore, she did not have any questions.

Library Director Jennifer Smith provided some background noting that the work to update Administrative Assistant - Library began under former Library Director Gale Bradbury noting that it has been in-process for some time. She explained, as Councilor Ingalls mentioned, in addition to tightening up the language of the job description that the title for this position was being changed from *Library Secretary - Technician* to ***Administrative Assistant - Library***.

VOTE: 2 - 0 Approved and so declared

Action: Recommend to Approve