

# **PERSONNEL COMMITTEE**

## **Agenda for April 12, 2021 Meeting**

### **Action Items:**

1. Borough Manager Job Description - Revised

### **Discussion Items:**

1. Borough Manager Discussions
  - a. Position Vacancies
  - b. Borough Manager Recruitment Process

### **Old Business Items:**

1. Personnel Committee Members Ideas for Priorities (held from August 2020)
2. Social Media Intern – discussion of job duties (held from January 2021)
3. Revision of Evaluation Documents (held from December 2020)
4. Discussion of Job Descriptions (held from 2019)
  - a. Director of Finance & Administration/Finance Manager/Accountant
  - b. Municipal Services Manager
  - c. HR Manager
  - d. IT Manager
5. Prioritize Other Job Descriptions to Review (held from January 2021)
6. Future and Priority of Workshops (held from August 2020)
7. Future and Priority of Policies/Guidelines (held from August 2020)
8. Retreats for 2021 – Dates and Topics (held from August 2020)
9. Review of ratified documents (as time permits – held from January 2021)

### **Miscellaneous Items:**

**Next Meeting Date: May 10, 2021 (15 minutes following adjournment of regular meeting)**

**THIS IS THE PRELIMINARY AGENDA FOR THE MEETING NOTED ABOVE.  
THIS AGENDA MAY BE REVISED AT ANY TIME.  
(Last Revised: April 6, 2021)**