

RECORD OF PROCEEDINGS

VILLAGE OF PLYMOUTH Rules Committee Minutes

July 15, 2021

Rules Committee on July 15, 2021 at 5:35pm. The following were present:

Councilwoman, Elaine Root
Councilwoman, Susan Moore
Councilwoman, Joan Felver

Mayor, Cassandra Fryman
Fiscal Officer, DiAnn Jamerson
Rebekah Fearing, Administrative
Assistant
Councilwoman, Susan Broderick

Summary of items discussed.

1. Administrator Job description

- a. Full time
- b. Pay range \$ 47,476 - \$62,730 based on qualifications
- c. Went over education/experience
- d. It was recommended to follow a template in regards to duties.
- e. Verify the amount the Village Administrator can spend without Council approval
- f. State we offer a robust benefit package

2. Advertising

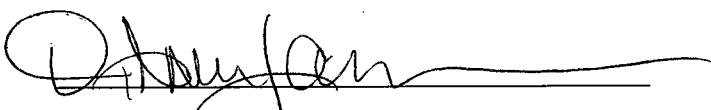
- a. Went over various means of advertising for the position
- b. Places mentioned were the following:
 - i. AWWA
 - ii. Indeed
 - iii. OTCO
 - iv. Local Paper(Shopper's Helper)
 - v. Glass Door – part of Indeed
- c. Felt we should not just advertise in a local paper.
 - i. Indeed, is a per click charge.
 - ii. We set budget and it is on there until it runs out
- d. Do not spend any more than \$1,000.00
- e. It was decided to advertise on Indeed/Glass door, OTCO, and Shopper's helper.

Fiscal Officer to type up changes and send out. This does not replace the Plymouth Codified Ordinances. This is just a general job description.

Final job description is subject to approval by Mayor and confirmed by Council.

Meeting adjourned at 6:30pm.

Respectfully submitted,



DiAnn Jamerson, Fiscal Officer, MMC