

CITY COUNCIL MEETING  
OCTOBER 17, 1984

CC34 Pg 277

HIRING OF AN  
ADMINISTRATIVE  
CLERK I TO  
ASSIST COMMUNITY  
RELATIONS  
ASSISTANT APPROVD

Following introduction of the matter by Staff, Council, on motion of Council Member Pinkerton, Olson second, authorized the hiring of an Administrative Clerk I to assist the Community Relations Assistant.

# COUNCIL COMMUNICATION

TO: THE CITY COUNCIL

DATE

NO.

FROM: THE CITY MANAGER'S OFFICE

OCTOBER 9, 1984

SUBJECT:

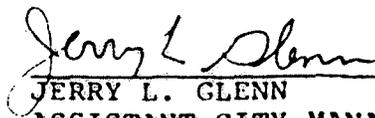
CLERICAL HELP FOR COMMUNITY RELATIONS ASSISTANT

We have received the attached letter requesting additional clerical help for the Community Relations Assistant.

We agree the work load has increased greatly over the past two years and the use of part time help six hours per day is only a stop-gap measure.

Council is requested to authorize a position of Administrative Clerk I to be assigned to the Community Relations Assistant.

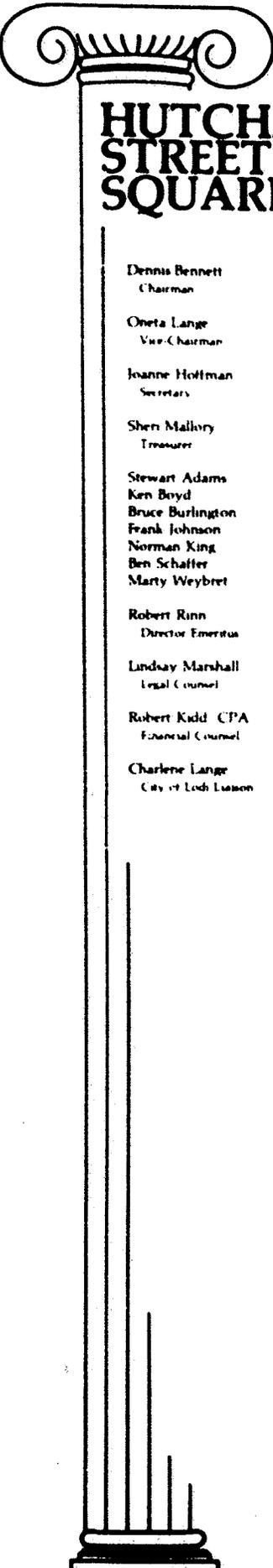
It will be necessary to add \$8,000 to the Community Relations budget which can be appropriated from the Contingency Fund.

  
\_\_\_\_\_  
JERRY L. GLENN  
ASSISTANT CITY MANAGER

JLG:vc

att

October 8, 1984



# HUTCHINS STREET SQUARE

Mr. Jerry Glenn  
Assistant City Manager  
221 W. Pine Street  
Lodi CA 95240

Dennis Bennett  
Chairman

Oneta Lange  
Vice-Chairman

Joanne Hoffman  
Secretary

Shen Mallory  
Treasurer

Stewart Adams  
Ken Boyd  
Bruce Burlington  
Frank Johnson  
Norman King  
Ben Schaffer  
Marty Weybret

Robert Rinn  
Director Emeritus

Lindsay Marshall  
Legal Counsel

Robert Kidd CPA  
Financial Counsel

Charlene Lange  
City of Lodi Liaison

Dear Jerry,

As per our previous discussion regarding additional help in the Community Relations Office at Hutchins Street Square, I request there be full time secretarial assistance.

At present, the City employs Miss Tammie DiNapoli in a part-time position to serve in this capacity. Her hours have been expanded over the past two years from four hours daily to the current six.

The activities and functions of the office have expanded to the point where it is necessary to again request the services of a secretary to eight hours per day on a regular five day work week. The services that are needed include:

- handling all incoming telephone calls
- responding to the appropriate return telephone calls
- answering written correspondence
- filing
- all typing
- creation of report documents
- assisting with the coordination and organization of volunteer teams and special projects
- maintain the Old LUHS Site Foundation's donor file
- acknowledge and document donations to the Old LUHS Site Foundation, including maintenance of the memorial donor program
- adds special talents, such as calligraphy, to special projects; i.e., awards, certificates of appreciation
- maintains a congenial atmosphere in a hectic office

It is not an easy place to work in. Emotions run high in this volunteer office because of the many varied personalities and the powerful leaders that donate their time and expertise to assist the drive to rebuilding Hutchins Street Square; too often there are more chiefs than indians. Diplomacy, discretion and accuracy are of utmost importance in the community relations office.

Sincerely,

  
Charlene J. Lange  
Community Relations Assistant