



JTH HADLEY

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Assistant Town Administrator Report

November 16, 2015

To: Selectboard
From: Jennifer L. Wolowicz, Assistant Town Administrator

Interviews for a new Payroll & Benefits Coordinator were conducted by Debbie Baldini, Treasurer/Collector, Jennifer Jernigan, Health Department Administrative Assistant and myself. We received nine (9) resumes and interviewed four (4) candidates. Of the candidates interviewed we all felt that one stood out due to her skills, experience in HR & Benefits and personality. Jacqueline Iskander began with us on October 30th and in a short time has already confirmed for us that she was the best candidate for the position.

We also conducted interviews for temporary Senior Clerk position for Town Hall with the main focus being the Building Department. We received six (6) applications for the position and interviewed three (3) candidates. The interviews were conducted by Charlene Baiardi, Building Commissioner, Richard Harris, Town Planner and myself. Gail Chadwick began with us on October 22nd and has been a great addition to the department. Gail was selected due to her banking experience as well as her general business knowledge. We have structured the hours of coverage differently to allow for this position to support the office in a more efficient manner.

We are currently advertising for a part time Senior Clerk position in the Town Clerk's office. We are planning to conduct interviews the first week of December.

I was able to attend the "Boot Camp for New/Aspiring Managers" hosted by the Massachusetts Municipal Managers Association in Northborough. This session provided topics on municipal finances, management, relationship building as well as community pride.

Respectfully,

Jennifer L. Wolowicz
Assistant Town Administrator, South Hadley