



TOWN OF WEST SENECA

TOWN SUPERVISOR
GARY DICKSON
TOWN COUNCIL
WILLIAM HANLEY
WILLIAM BAUER
JOSEPH CANTAFIO
JEFFREY PIEKAREC

LAUREN J. MASSET
RECREATION SUPERVISOR

TO: Honorable Town Board / Town of West Seneca

FROM: William Hanley Lauren J. Masset
Town Board Liaison Recreation Supervisor

DATE: April 9, 2021

RE: Hourly Wage/ Clerk Typist PT (posted)

The West Seneca Youth & Recreation department currently has a part-time Clerk Typist job posted. The position has been posted since 1/11/2021.

All applicants that the department has offered the job to, have denied the job due to the part-time status and/or pay-rate.

The job is currently posted as part-time with an hourly pay-rate of \$12.50 per hour.

In the past the hourly wage posted was not set by the Town Board. The hourly wage was included in the department's annual budget requests each year. The Town Board does approve all initial appointments with hourly wage (and any wages increases thereafter) for all part-time positions within the department. However, with the town's current financial situation and part-time wage freeze I am coming to the board to vote to:

1. Increase the hourly wage-rate that is posted to \$14.00 per hour for the Clerk Typist PT.
2. Increase the hourly wage-rate for the departments two other Clerk Typist PT (Sheila Ruchalski and Molly Sergi) from their current pay rate of \$12.50 per hour to \$14.25 per hour.

The Salary of Clerical – Part Time budget line will support this increase for 2021.

The position remaining unfilled directly effects the ability of our office being open during our regular hours of operation. The department is looking to fill the Clerk Typist position on Monday, Thursday, and Friday from 1:00 – 5:00 PM (these hours/days could change).