



TOWN OF WEST SENECA

ALISSA C. STRAUS
DIRECTOR OF FINANCE

TOWN SUPERVISOR
GARY A. DICKSON
TOWN COUNCIL
WILLIAM BAUER
JOSEPH J. CANTAFIO
JEFF PIEKAREC
WILLIAM P. HANLEY

TO: Honorable Town Board / Town of West Seneca

FROM: Alissa Straus
Director of Finance

DATE: September 20, 2021

RE: Title Change – Rosalee Metzger

Kindly change the title of Rosalee Metzger within the Finance Department from Provisional Account Clerk Typist to Provisional Cashier, effective September 20, 2021, and authorize the Supervisor to sign the necessary forms for Erie County Personnel. Please note that both titles are Group 3 of the White Collar Union Contract and will pose no impact to the Town's budget. The example duties of the job spec provided by Erie County Civil Service appear to coincide with the duties performed within the Finance Department by Ms. Metzger.