

Kure Beach Town Council
Administrative Work Session
February 24, 2010

Agenda

1. Town Records
 - a. Access for staff
 - b. Access for Town Council
 - c. Public Access

2. Town Hall Organizational Chart
 - a. Duties for each position
 - b. Overlapping duties
 - c. Gaps in duties
 - d. Optimal Town Hall staffing

3. Miscellaneous Town Hall Items
 - a. Job Descriptions
 - b. Dress Code
 - c. Role of Personnel Officer

4. Replacing the Town Administrator Position
 - a. Managerial responsibility in Town Hall
 - b. Town Clerk—duties and responsibilities
 - c. Finance Officer—duties and responsibilities
 - d. Clerk/Finance shared responsibilities
 - e. Clerk/Finance conflicting goals and responsibilities

5. Town Council
 - a. Role of council as a whole
 - b. Role of individual council members

(Prepared by Tim Fuller, February 24, 2010.)