



JTH HADLEY

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Assistant Town Administrator Report

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

Professional development has been one of our focuses this past year. We have looked for trainings specific to our staffs needs as well as recertification courses for specific disciplines. Recently our management team at DPW, Jim Reidy, John Broderick and Bill Simard, have begun a program through the Massachusetts Municipal Personnel Association (MMPA) titled Supervisory Leadership Development Program for local government managers and employees. This is a six-day 18 hour training program designed to enhance knowledge, skills and abilities needed for effective supervision. The interactive learning opportunity is for municipal employees interested in developing or strengthening their supervisory and management skills. The course will focus on managing self, managing others, managing the work, and managing the system. It will cover communication, team building, organization, delegation, coaching and performance management, labor relations, and supervising in a unionized environment.

We are still in the process of recruiting for the WWTP Senior Plant Attendant position. We have advertised several times in the newspaper and through many different online resources. This vacancy is proving to be hard to fill as we are not receiving a large amount of candidates.

Julie Gentile, Payroll & Benefits Coordinator and myself attended the monthly MMPA meeting in Burlington on March 5th. We received a legislative update as well as an update on the Benchmark Database that is utilized by communities for salary information. The main topic was an overview of Collective Bargaining and an update about the Joint Labor-Management Committee (JLMC).

We have hosted two seasonal job fairs recently which were quite successful as we had over 80 people attend the job fairs. Of those that attended we hope to have enough qualified candidates to fill the seasonal vacancies. I want to thank Julie Gentile, Doug Juhasz, Andy Rogers, Danielle Stelma & Jim Reidy for their work on the job fairs.

Town Hall was recently inspected by South Hadley Fire District #1 and cited for violations throughout the building from excess cardboard boxes to the need to have an old unused oil tank removed. We have taken care of the violations and have invited the SHFD Fire Inspector Houle back for another inspection.

Respectfully,

Jennifer L. Wolowicz
Assistant Town Administrator, South Hadley