



To: Town Council
From: Jo Kiel, Director of Human Resources
Date: December 19, 2022
Re: Review of Job Descriptions – Director of Finance and Records, Deputy Director of Finance and Records

Attached you will find the following:

- Director of Finance and Records job description (red-lined and clean)
- Deputy Director of Finance and Records job description (red-lined and clean)

Both job descriptions have been edited to better reflect the job duties, responsibilities and qualifications for the two positions.