

List of SWAP Positions

For the Period January 1, 2017 - November 30, 2017

Department Responsible	# of Positions	Job Title	Description of Job
Benefits	1	Clerical	Filing, answer phones, hand out packets, help out with open enrollment, provide assistance with ESS (employee self service website), invoice/data entry. Excel, Munis, and Quickbooks proficiency required.
Accounting	1	Clerical	Will be organizing, collecting data, and inputting data for needed projects. Needs strong computer skills (especially excel) and good organizational skills.
BOA (facilitator only)	4	Floater	Basic customer service skills, can answer phones and use hold, photocopying, hole-punching, limited basic computer skills is a plus. Can float within Town Hall to help out where needed.
Clerk	1	Census recorder	Takes collected census information and inputs into the State Voter Registration Information System. Files census information upon completion. Maintain files and follows proper disposal procedures. Computer skills required.
Clerk/Animal Control	1	Dog license clerk	Create letters using Microsoft Word, making phone calls, assist with follow-up on the administrative aspect of the dog license program and other duties as required. Should be comfortable maneuvering excel.
COA	2	Kitchen Assistant	General kitchen duties such as meal preparation, dishes, Meals on Wheels preparation. Requires standing for extended periods of time and operating an industrial dishwasher. Kitchen may be very hot depending on the time of year.
COA	2	Clerical	Will be organizing, collecting data, and inputting data for needed projects. Needs strong computer skills (especially excel) and good organizational skills.
DPW	2	Gardener	Light maintaining garden beds for municipal buildings (COA/Town Hall and Schools). (example: weeding, pruning if a few twigs are overhanging walkways. No weed whackers, chainsaws, or digging.)

DPW	1	DPW Maintenance Assistant	Painting, light lifting, occasional transfer station fill-in.
High School	1	Guidance Clerk	Clerical work for the guidance dept for the Career Center. The position does require some experience with guidance counseling and/or social work. The person will be working with guidance counselors, the adjustment counselor, and the Career Center Director to help put together plans to best support students at ELHS.
Health	1	Clerical	Will be creating the database for a new electronic inspection program including inputting the details of the organization, scanning and attaching the application form and the most recent inspection. May be asked to assist clerical staff in processing the applications, contacting businesses for reminders, and completing the process of mailing out the permits during renewal season. Create an electronic copy of our housing complaint files, and further organize the Health Department files.
Fire	1	Clerical - Permits	Process open burning permits in Munis. This person would start the week of January 15, 2017 and run through week of May 1, 2017. The person assigned to this would work approximately 8 hours a week for 16 weeks (less in the beginning and more near the end). This person will need computer skills and the ability to learn the Munis permitting system. They will be responsible for processing the open burning permits along with submitting the \$5 payment through the Munis batch process.
Library	1	General Helper	Water plants in the Reading Garden weekly. Dusting and straightening bookshelves. Cleaning/washing tables upstairs, community room, children's room, cafe area as needed. Cleaning black newsprint off periodical shelves.
ELCAT	1	Scheduling Assistant	Work with the ELCAT to create a printed program schedule. Required to have strong computer skills as the schedule will be created using technology, specifically text composition and editing in Adobe Illustrator.