

Administrative Assistant: The recommendation for the replacement for the Building Inspector's administrative assistant will be ready for the Board. The position will also provide hours to the Accountant.

MEMORANDUM

Date: July 15, 2015

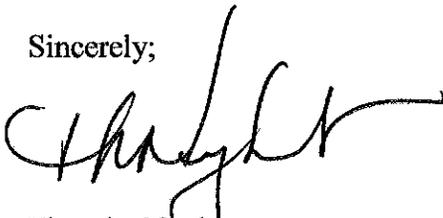
To: Select Board

From: Tim Neyhart

Re: New Administrative Assistant

As you may be aware Beth Ginsburg has tendered her resignation with the Town as The Administrative Assistant for Inspection Services. With the help of Joan Zuzgo and Gail Weiss we reviewed about 22 applicants and interviewed 2 candidates. Dolores (Dede) Dibrindisi was unanimously picked as a top candidate. She has the background experience needed to perform work as an Administrative Assistant and also as an Accounting Assistant for Gail. Ms. Dibrindisi will work 25 hours per week for Inspection Services and another 10 hours per week within the Accounting Department. One nice piece of information is that Ms. Dibrindisi has indicated that she plans on moving into Hadley shortly.

Sincerely;

A handwritten signature in black ink, appearing to read 'Tim Neyhart', written over a horizontal line.

Timothy Neyhart
Building Commissioner

85 Mill Village Road, South Deerfield, MA 01373•413-537-3568•dedetommie@yahoo.com

Dolores (Dede) Dibrindisi

Personal Statement:

I consider myself a very business oriented person having owned several businesses. Being a business owner I have learned a lot about what it takes to run them along with the everyday operations of purchasing, pricing, bids, accounting, customer service and managing. I also managed a company for 12 years where I had to oversee operations of the entire company, quality control, working with clients, suppliers and being in charge of all employees. I am always researching the products I use and sell for my businesses. I am always looking to see where money can be saved and money can be made. I am knowledgeable with Microsoft Excel, Access and many other data entering and accounting programs. I am also very familiar with some of the building aspects having worked with Quinlan Builders for the past 3 years. I am very computer savvy with many programs and the web. Customer service has been a big part of my business, both on the phone and in person. Each day I find myself applying many skills I have learned as an owner and operator of my businesses.

Skills & Interest:

- Able to apply over 20 years of client service and relationship development as an owner and operator of several businesses
- Experience in effectively working with clients and suppliers
- Knowledge and experience in managing employees
- Extensive knowledge in customer service
- Experience with variety of data entry and accounting programs
- Love to work with numbers and problem solve
- Approachable and team oriented
- Interests: Family, Traveling, Cooking, Gardening, Decorating

Experience:

9/29/2014 – Present

Yankee Candle Company

South Deerfield, MA

Consumer Direct

- Job entails answering phone calls, taking orders, researching orders and taking care of replacements for both regular and fundraising orders. In between calls I do validating and processing claims for fundraising.

413-537-3568•dedetommie@yahoo.com

Dolores (Dede) Dibrindisi

1/1/2011 – Present

Mill River Biological Education

South Deerfield, MA

Owner

- Supply insects and fish to the elementary and middle schools throughout the United States.
- Purchasing, placing bids, accounts receivable & payable, customer service, order entering, boxing orders, shipping UPS and maintaining all equipment.

8/30/1998 – 12/10/2010

Berkshire Biological Supply

Westhampton, MA

Manager

- Supplied insects and fish to the elementary and middle schools throughout the United States.
- Purchasing, placing bids, accounts receivable & payable, customer service, order entering, boxing orders, shipping UPS and maintaining all equipment.
- Managed all employees and made all the decisions as to the products and shipping process since the owners lived out of state, so all responsibilities were placed on me.

9/1997 – 8/1998

Teller

United Savings Bank

Haydenville, MA

8/1/2006 – 8/1/2008

Polaris Gifts

Florence, MA

Co-Owner

- Ran gift shop with business partner and had all the responsibilities of owning a store.
- Purchasing and inventory and all business finances and taxes.

2003 - 2010

Sawmill Hill Candleworks

Florence, MA

Owner

- Made soy candles by hand with vat. Sold at craft fairs and a couple shops and then later sold in my gift shop that I owned for 2 years.
- Purchasing, accounting and making of the candles.

1993 - 2003

Dede's Home Decor

Florence, MA

Owner

- Was a self employed sales and distributor for Home Interior's Company products. Did in home shows and sales.

413-537-3568•dedetommie@yahoo.com

Dolores (Dede) Dibrindisi

1986 - 1995

JP's Restaurant

Holyoke, MA

Waitress

- Part-time waitress.

1985 - 1990

Commonwealth Felt Company

Northampton, MA

Inventory Control & Customer Service

- In charge of keeping inventory of all products used in making parts and also did customer service, including answering phones and order taking.

Education

1984 - 1985

University of Maine @ Farmington

Farmington, ME

Incompleted, was in a car accident

- Early Childhood Education

1984

Holyoke High School

Holyoke, MA

High School Diploma

- Business And College Courses

References

- Michael Boudreau - Employee at Yankee Candle and my neighbor.
81 Mill Village Road, South Deerfield - Cell(413) 221-5116
- Sue Ann Simmamon - Worked with me as a distributor for Home Interiors, Inc.
P.O. Box 282, Jonesville, VT 05466. Home(802)434-2952. Cell(860)-324-8645.
- Sue North - Co-owner and Business Partner of Polaris Gifts.
30 Avis Circle, Florence, MA. Cell(413) 695-4696
- Jim Lavelle - Owner of JP's Restaurant.
200 Whiting Farms Road, Holyoke, MA. (413) 532-9444.



TOWN OF HADLEY
Inspection Services Administrative Assistant
Position Description

Position: **Administrative Assistant**

Department: **Inspector of Buildings**

Reports To: **Building Commissioner**

GENERAL SUMMARY:

Under general supervision of the Inspector of Buildings, performs a variety of secretarial and office support functions, including customer service, office administrative functions, departmental receipts records. Provides secretarial services for the Zoning Board of Appeals and Electrical Inspector. Establishes and maintains a computerized database for all building, electrical plumbing, and fire permits.

ESSENTIAL JOB FUNCTIONS:

- Performs daily data entry of building, electrical, plumbing and fire permit information into database.
- Provides assistance to internal and external customers of the Department, including members of the public, contractors, staff of the Town and other constituencies.
- Receives and processes all permit applications coming to the Department; communicates with applicants and contractors and explains and coordinates the permitting procedures to ensure compliance with applicable laws, regulations and deadlines.
- Processes Zoning Board of Appeals legal notices and abutter's notices; Post notice to local newspaper.
- Submits collected departmental fees to Treasurer's office weekly.
- Receives applications and fees for Electrical and Plumbing Inspectors. Provide permit detail to Inspectors. Mail approved permits to applicants.
- Submits monthly reports to Board of Selectmen, Assessor and Town Clerk.
- Collects and records departmental fees.
- Prepares a variety of receipts and schedule of payments for submission to Treasurer.
- Screens calls and takes messages; produces documents and reports using word processing related software applications; establishes and maintains Department files; sends faxes and duplicates materials.

OTHER DUTIES AND RESPONSIBILITIES:

- Orders office supplies and maintains adequate levels of inventory.
- Creates databases and uses other software applications as necessary in support of Department activities and services provided.
- May assist in preparing budget and monitoring expenditures during the course of the fiscal year.
- Performs other related duties as assigned.

SKILLS/EXPERIENCE/TRAINING REQUIRED:

- Duties require knowledge of office administration, secretarial practices, financial record keeping, automated office systems and procedures equivalent to completion of high school and at least two years of related experience.
- Ability to learn and implement a variety of office procedures to assure compliance with applicable department, town, state, and federal regulations, codes, etc.
- Ability to handle multiple project assignments independently and to meet timetables.
- Judgment and decision making ability is required as is the ability to communicate effectively, orally in person and by telephone.
- Ability to deal courteously, fairly, and effectively with the public and to establish and maintain effective and cooperative work relationships with other employees.

SUPERVISORY RESPONSIBILITY:

None.

WORKING CONDITIONS AND PHYSICAL DEMANDS:

Work is typically performed in an office environment not subject to extremes in temperature, noise, etc.

Regular interruptions to assist citizens, other Town employees, contractors and other constituencies.

May spend extended periods of time at computer terminal, on telephone, or operating other office equipment requiring eye-hand coordination and finger dexterity.

Occasional lifting, standing, bending, and carrying of files, documents, records.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

****External and internal applicants, as well as position incumbents, who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

Approved

Date

Beth Ginsburg

16 Grand Oak Farm Road • Hadley, MA 010135 • Phone: 413-588-8636
E-Mail: baginsburg@gmail.com



July 10, 2015

Mr. Timothy Neyhart
Building Commissioner
Town of Hadley
100 Middle Street
Hadley, MA 01035

Dear Tim:

Please accept this letter as my formal resignation as Administrative Assistant to the Building Inspections Department for the Town of Hadley.

As we discussed today, July 10, 2015, will be my official last day. I will work on an as needed basis to ensure permits are issued and to train the new hire who will replace my position.

Thank you for the opportunity to support your office. It was a pleasure working for you, Willy and Dennis. I enjoyed my time here very much.

Sincerely,

Beth Ginsburg