

7.C. 25/26-31 : Consideration/Possible Action: Modification to Senior Center Van Driver Job Description (E)

Town Council Action Requested: Town Council will review and consider approving a modification to the Senior Center Bus Driver job description,

Purpose: This job description has not been updated in several years and does not meet the current responsibilities and does not follow our current format. The Town has had difficulty filling the position due to the current requirement of a higher-level license that is not needed any longer. Proposed amendments will make it easier to fill the vacant position.

History: The Senior Center Bus Driver job description was drafted years ago. It originally included planning duties for senior events. Since that time the Town created a Transportation Coordinator position and a Senior Center Assistant who are now actively involved in planning events. Though the intent of the update to the job description was to originally remove the restrictive license requirement, the Steering Committee in their review removed wording that is no longer applicable to the position.

Facts about the issue: There are sometimes two to three part-time employees in this classification. There is currently one.

Funding Information: There is no financial impact as these proposed changes will not increase/decrease employee pay. Also, this position is 100% grant funded

Steering Committee Recommendation: The Steering Committee, at their December 22, 2025, meeting voted to recommend to Town Council that the Town Council adopt the updated job description for the Senior Center Bus Driver.

Town Manager Comments: none.

Town Manager's Recommendation: Motion to approve the wording of the proposed job description.