



Town of Mamaroneck

Town Center

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TO: Stephen Altieri, Town Administrator
Nancy Seligson, Town Supervisor
Town Board Members

FROM: Connie Green O'Donnell, Assistant Town Administrator

DATE: October 1, 2015

SUBJECT: Salary Approval Authorization – Confidential Secretary to the Supervisor

Authorization is requested to approve the annual salary of \$51,000 for the exempt Civil Service position of Confidential Secretary to the Supervisor. The position also holds the title of Assistant to the Town Supervisor & Sustainability Coordinator. Supervisor Seligson has selected Sue Odierna to assume this position as of October 13, 2015.

Ms. Odierna is a resident and currently works for the New Rochelle YMCA as the Senior Program Director. In this role she oversees the development and operations of various programs and provides administrative support to the YMCA CEO with regard to fundraising campaigns, community outreach initiatives and special events. Prior to assuming that position she worked for the Mamaroneck School District as a Teaching Assistant and worked as an Executive Assistant at Goldman Sachs.

As a volunteer in the community, Ms. Odierna has served on the Mamaroneck Avenue School PTA Executive Committee for Safety and Wellness, as well as the Hommocks Middle School PTA Executive Committee for the Cultural Arts.

ACTION REQUESTED: That the Town Board approve the annual salary of \$51,000 effective October 13, 2015 for the position of Assistant to the Town Supervisor & Sustainability Coordinator.





Confidential Secretary to the Town Supervisor

- Performs administrative and confidential work as assigned by the Town Supervisor
- Maintains an appointment schedule and arranges meetings for the Town Supervisor
- Deals with inquiries from the public and residents by phone, e-mails, in writing or in person
- Prepares informational reports on various municipal activities and events for the Town Supervisor
- Maintains a filing system and retains appropriate and accurate records
- Assists with public outreach efforts as directed by the Town Supervisor
- Assists with special projects and the coordination and planning of community activities and events as directed by the Town Supervisor
- Attends program events and meetings as directed by the Town Supervisor
- Assists in the preparation of grant applications as requested by the Town Supervisor
- Provides administrative support to the Sustainability Collaborative which is under the leadership of the Town Supervisor