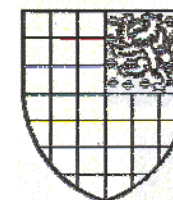


Organizational structure

at January 2009



LEWES TOWN COUNCIL

Town Clerk F/t (nominal) Principal adviser to Council; Head of paid service; Manager of all services, resources, & staff; Responsible Financial Officer *inro* s151 LGA 1972 duty; Proper Officer for all statutory and business purposes.

ADMINISTRATION	TOWN HALL	ALL SAINTS CENTRE	FIELD OPERATIONS
<p>Civic Officer/Ass Town Clerk F/t Mayor's Secretary; TC's assistant; Civic functions/events/publicity organizer; office manager; Councils liaison</p>	<p>Town Hall Manager F/t +o/t Management Town Hall; security/safety; events management & organization; customer liaison etc. Macebearer</p>	<p>All Saints Manager F/t (flex) Management ASC; security/safety; events programming, management & organization; customer liaison etc.</p>	<p>Town Ranger F/t (shifts) Inspection/monitoring/minor repairs <i>inro</i> field assets; Allotments and Flood Warden liaison</p>
<p>Receptionist/Admin (a.m.) 19 hrs Public reception; office administration</p>	<p>Town Hall Keeper F/t +o/t Assistant to T/Hall manager</p>	<p>All Saints Asst M'ger F/t (flex) Assistant to All Saints Manager.</p>	
<p>Receptionist/Admin (p.m.) 19 hrs Public reception; office administration</p>			
<p>Finance/Admin Officer 20 hrs Payments & Income processing; Cash & Bank reconciliation; Records maintenance; routine contracts admin.</p>	<p>Town Hall Cleaner 20 hrs Cleaning public spaces and offices</p>	<p>All Saints Caretaker 25 hrs ASC cleaning & minor repairs; events preparation and clearance</p>	
<p>Administration Officer 27.5 hrs Office Administration. H&S monitoring Allotments admin. Planning Applic'ns system support; website maintenance</p>	<p>Town Hall Cleaner 15 hrs Cleaning public spaces and offices</p>		
<p>Committee Administrator 4 hrs Admin support for meetings; draft notes; room preparation etc.</p>			

Staffing levels

Administration	7	(4.56 FTE)
Town Hall	4	(3.00 FTE)
All Saints	3	(2.71 FTE)
Field	1	(1.00 FTE)

Establishment

15 staff 7 Full-time 8 Part-time (11.27 FTE)