

February 3, 2022
536 Dwight St
Holyoke, MA 01040

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FEB 08 2022

Holyoke City Clerk's
Holyoke, MA

Dear Mayor Garcia,

The Office Assistant position is one that requires a multitude of skills and careful organization. I would like it to be reclassified from a W-2 to a W-7. This position demands a knowledge of basic budgeting, social media skills, assisting with event coordination, public relations, and customer service that extends beyond just answering phones and welcoming people to the museum. It requires more than an entry-level individual and this position is essential for day-to-day operations at Wistariahurst. When this position and classification were written, the public relation skills and the social media skills were not considered or expected. In addition, our required year of experience already places this above an entry-level individual and the classification should reflect this fact.

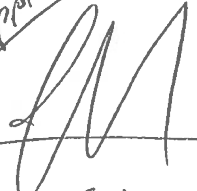
Regarding the budget, we will be able to fully cover the added expense at the elevated classification and would not require any additional funds for FY22.

Thank you for considering my request and my only goal is to find an individual who can serve the City of Holyoke and Wistariahurst with the utmost skill and professionalism.

Sincerely,

Megan Seiler

Director, Wistariahurst Museum

Approved

2/8/2022
Justin A. Garcia, Mayor