

List of Bodmin Town Council posts – February 2019

Admin / Democratic Services

- | | |
|---|-----------------------|
| 1. Town Clerk | full time (37 hrs) |
| 2. Responsible Finance Officer | part time (22 hrs) |
| 3. Executive Support Officer | |
| 4. Executive Assistant | |
| 5. Senior Admin Assistant | |
| 6. Senior Admin Assistant & Mayor's Secretary | |
| 7. Accounts Assistant | |
| 8. Accounts Technician | |
| 9. Accounts Technician | |
| 10. Admin apprentice | full time vacant post |

Total hours for Dem Services
(excludes hrs for vacant post)

163.50 hours

10 employees

Parks Department

- | | |
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| 11. Parks & Open Spaces Manager | |
| 12. Parks & Open Spaces Supervisor | |
| 13. Projects Assistant | |
| 14. Parks Staff (Grasscutter / General Labourer) | |
| 15. Parks Staff (Grasscutter / General Labourer) | |
| 16. Parks Staff (Grasscutter / General Labourer) | |
| 17. Tractor Driver | |
| 18. Gardener | |
| 19. Horticultural Worker | |
| 20. Litter Picker | |
| 21. Horticultural Apprentice | vacant post |
| 22. Property Maintenance Operative | |
| 23. Car Park Inspector | |

Total hours for Parks Department
(excludes hrs for vacant post)

385.00 hours

13 employees

Bodmin Information Centre (includes Council reception)

24. Information Officer

25. Facilities Administrator

26. Information Assistant

27. Information Assistant

28. Information Assistant

29. Seasonal Information Assistant

30. Seasonal Information Assistant

31. Seasonal Courtroom Usher

32. Shire Hall Cleaner

33. Shire House Caretaker

34. Shire House Caretaker vacant post

Total hours for Bodmin Information Centre **206.41 hours**
(excludes hrs for vacant posts)

11 employees

TOTAL HOURS (excluding vacant posts)	754.91 hours
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TOTAL HOURS with all posts filled 848.91 hours

Total number of employees (excluding vacant posts) = 31

Total number of employees (including vacant posts) = 34

Full time equivalent posts = 22.94
(848.91 divided by 37 hours)