The Administration Department consists of our Community Relations Specialist and our Administrative Assistant.

Community Relations focuses on public information and engagement with the community. The department works to strengthen communications with residents and businesses through publications, newsletters, website updates, social media, and other communications for the Town.

Our Adminstrative Assistant is the first point of contact for the Town. This position assists departments on a daily basis and is responsible for answering phones and directing our residents to the appropriate personnel.

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