

**City of Alexandria, Virginia**  
**FY 2024 Proposed Operating Budget & CIP**  
**Budget Questions & Answers**

**April 18, 2023**

**Question:** What would it cost to add a 0.5 FTE to assist women’s initiatives and the Commission for Women?

**Response:**

To assist women’s initiatives and the Commission for Women, the position most closely aligned would be either an Administrative Support III or Administrative Support IV position. This position could replace the two DCHS staff who are currently supporting the Commission. Depending on the complexity of their duties, DCHS would recommend either Administrative Support III or Administrative Support IV for this 0.5 FTE position.

The duties that this position would assist with are as follows:

- Attend all Commission for Women meetings, executive committee meetings, subcommittee meetings, and events hosted by the commission.
- Assist the Executive Board with creating the agenda for the monthly meetings.
- Take minutes at the Commission for Women meetings.
- Post meetings on the public calendar and schedule rooms for the committee to meet.
- Post all minutes and meeting information to the Commission for Women’s Website.
- Maintain the Commission for Women’s SharePoint site to ensure information is up-to-date and respond to emails sent to the Commission for Women’s email address.
- Send out communication to Commission members.
- Work with the Executive Board on a variety of tasks.
- Assist the Commission for Women with events that are hosted by the Commission.
- Assist with scheduling speakers for the Commission for Women’s general meetings.
- Complete a final report and attendance sheet at the end of the fiscal year for the City Council.
- Develop a new member orientation for new commissioners.
- Onboard new commissioners.
- Work with DCHS Communication on developing flyers, brochures, and promoting Commission for Women events.
- Maintain the social media accounts for the Commission for Women (passwords, ensure that questions being posted on social media sites are being answered, content is current, etc.).
- Staff liaison between the City, City Council, and the Commissioners.
- Work with the Legislative Director on any policies or new legislation that the Commission for Women would like to develop or support.

Salary plus fringe benefits for a 0.5 FTE position listed below show a cost range for Grades 8 and 9, Step 0 through Step 9:

- Grade 8- Admin III- Step 0 - \$21,843.71 through Step 9 - \$29,934.51
- Grade 9- Admin IV- Step 0 - \$23, 943.89 through Step 9 - \$32,811.49