

Department	Position	Union	Ability to Work Remotely			Comments
			Full-Time Remote Work	Part-Time Remote Work	Remote Work Not Feasible	
<b>Community Development</b>						
	Economic Development Director	LMMA		X		Could work from home on a part-time or limited basis.
	Economic Development Coordinator	LMEA		X		
	Planning Director	LMMA		X		
	Asst. Planning Director	LMMA		X		
	Planner	LMEA		X		
	Director of Public Health	LMMA		X		
	Conservation Director	LMMA		X		
	Building Commissioner	LMMA		X		
	Zoning Administrator	LMEA		X		
	Ass. Town Manager for Development	TNON		X		
	Department/Admin Assistants	LMEA			X	These positions cannot practically work remotely
	Build./Pumb. & Gas/Electrical Inspec.	LMEA			X	
	Asst. Building Commissioner	LMMA			X	
	Visitor's Center Manager	TNON			X	
	Asst. Visitor's Center Manager	TNON			X	
	Liberty Ride Coordinator	TNON			X	
	Liberty Ride & Battle Green Guides	TNON			X	
	Health Agents	LMEA			X	
	Public Health Nurse	LMEA			X	
	Stewardship Coordinator	LMEA			X	
<b>Finance</b>						
	<i>Comptroller</i>					
	Asst. Town Manager for Finance	TNON		X		Can mostly work from home, occasionally needs to come into office to process mail, paperwork, print & mail checks, print & sign forms, etc.
	Town Accountant	TNON		X		
	Staff Accountant	LMEA		X		
	AP Clerk	LMEA		X		
	Budget Officer	TNON		X		
	Purchasing Director	TNON		X		
	Admin	TNON		X		
	<i>Treasurer/Collector</i>					
	Treasurer/Collector	LMEA		X		Can do some work from home- needs to supervise other staff
	Asst. Treasurer	LMEA		X		Can mostly work from home
	Asst. Collector	LMEA			X	Mostly needs to work in the office handling cash, mail, checks, turnovers, bank deposits, etc. Customer service function
	Clerk	LMEA			X	
	Clerk	LMEA			X	
	<i>Assessing</i>					
	Assessor	LMMA		X		Can split time between home (entering data, paperwork, etc.) and in office/field work/inspections
	Res. Field Manager	LMMA		X		
	Res. Inspectors (2)	LMEA		X		
	Office Manager	TNON		X		Can split time between home (entering data, paperwork, etc.) and in office, processing mail, plus customer service
	Clerk	LMEA		X		
	<i>Retirement</i>					
	Retirement Administrator	TNON		X		Can mostly work from home, but may need to schedule in-person meetings.
	Asst. Retirement Administrator	TNON		X		

**Information Technology**

Webmaster (2)	LMEA	X			Can work entirely from home and visit the office if needed. Can host virtual Trainings.
Project Manager (2)	LMMA		X		Can work part-time/limited basis from home. Most of the work can be done remotely.
GIS/Database Admin	LMEA	X			Can work entirely from home and visit the office if needed. May need to hold in-person trainings.
Desktop Administrator	LMEA		X		Can work part-time from home; 50% of the job can be done through remote support.
Network Administrator	LMEA		X		A hybrid of work from home and remote work; some duties require hardware troubleshooting, etc.
Systems & App Admin	LMEA		X		Position doesn't require regular attendance; a hybrid of work from home and office would work.
Admin Assistant	LMEA		X		Could work from home but ideally on-site would be best (to receive mail & answer phone calls).
IT Director	LMMA		X		Most of the job requirements could be achieved via remote work; on-site attendance varies.
Innovation & Technology Dir	TNON		X		Can work part-time. Attendance at work will be important for meetings held in-person.

**Recreation & Community Programs**

Department Assistant	LMEA			X	Remote work is not an option. Provides direct customer service
Youth & Family Coordinator	LMEA			X	Remote work is not an option; this position supports in-person programming.
Recreation Supervisor	LMEA		X		This position could work remotely on a limited basis; provides oversight of programs & activities
Administrative Assistant	LMEA		X		Remote work may apply to a small % of total hours but provides customer service support.
Administrative Asst. Finance	LMEA		X		
Asst. Director of Recreation	LMMA		X		This position could work remotely on a limited basis dependent on the day & season.
Community Center Director	LMMA		X		This position could work remotely but primarily oversees the day-to-day operations of LCC.
Cert. Therapeutic Rec. Specialist	TNON		X		This position could work remotely on a limited basis but provides in-person programming.
Administrative Manager	TNON		X		Could work remotely on a limited basis but provides much needed admin support
Recreation Director	TNON		X		

**Human Services**

Senior Services Coordinator	LMEA		X		Could work from home on a limited basis. She is currently running online programming
Transportation Assistant	LMEA			X	This position is 100% public facing, so working from is not an option.
RN	LMEA			X	This position is 100% public facing working in the Community Center.
Municipal Assistant	LMEA			X	This position is 100% public facing, some flexibility if working on the senior newsletter.
Transportation Manager	LMMA		X		Could work from home 50% of the time.
Asst. Director of Senior Services	LMMA		X		Could work from home on a limited basis, especially to work on projects.
Outreach Coordinator	LMMA		X		Could work from home on a limited basis but needs to be in the office for walk-ins/phone calls
Asst. Director of Youth & Family	LMMA		X		Could work from home on a limited basis especially when preparing trainings or presentations
Officer Manager	TNON		X		Although this position could work from home, the demand to be in the office is high.
Veteran Services District Director	TNON		X		Although this position could work from home, clients benefit from face-to-face interaction.
Human Services Director	TNON		X		Could work from home on a limited basis ; needs to be available in-person for staff occasionally.
Program Assistant	N/A		X		Majority of work for this position is public-facing but could do some work from home if needed.

**Human Resources**

Benefits Coordinator	TNON		X		Department is small but may be able to work from home one day per week.
Human Resource Associate	TNON		X		
Administrative Assistant	TNON		X		
Human Resources Director	TNON		X		

**Public Facilities**

Laurie (Admin. Assistant?)	TNON		X		This position could work from home but payroll is much easier to process in the office
Lisa	TNON		X		Could work partially from home but supervisory responsibilities require office time.
Susan (Admin. Assistant?)	TNON		X		Could mostly work from home but would need to be in the office to open bills, scan, etc.
Ann Marie	TNON		X		Can do most work remotely, but has to occasionally be in the office to scan.
Mark	TNON		X		Can primarily work remotely but needs to conduct inspections.
Facilities Engineer (Manny)	TNON			X	Cannot work remotely, job responsibilities include in-person inspections.
Chris	TNON			X	Cannot work remotely, job responsibilities include in-person inspections.
Asst. Director of Facilities	TNON			X	Cannot work remotely due to multiple in-person job responsibilities.
Manny (Custodial Service Superint.)	TNON			X	
Facilities Director	TNON			X	

**Police**

Office Manager	TNON		X		Set up to work from home but needs to be in the office often as well.
Donna Dutton (Admin. Assistant?)	LMEA			X	Cannot do the court and records work from home.
Traffic Clerk	LMEA			X	Cannot do their work from home
Traffic Bureau Supervisor	LMMA		X		Can do some work from home.
Parking Control Officer	LMEA			X	
Police Mechanic	LMEA			X	Cannot work from home

**Fire**

Assistant to the Chief				X	These positions cannot work remotely as staff are expected to work on-site.
Asst. Fire Chief (2)	LMMA			X	
Fire Chief	TNON			X	
Fire Prevention Inspector			X		These positions have the flexibility to work remotely for a day or two if a specific need comes up.
Fire Prevention Clerk			X		

**Library**

Professional Staff	MFT		X		Most professional staff can work from home as needed, especially if working on projects.
Adult Pages	MFT			X	These positions really don't have a lot of work they can do from home.
Student Pages	MFT			X	
Library Technicians I & II	MFT			X	

**Public Works**

Town Engineer	LMMA		X		Would be able to work from home one to two days a week.
Asst. Town Engineer	LMMA		X		
Engineering Assistant (3)	LMEA		X		
Senior Civil Engineer	LMEA		X		
Engineering Aid	TNON		X		
Engineering Assistant/GIS	LMEA		X		
Utility Billing/Meter Op Manager	LMMA		X		
Meter Foreman			X		

**Town Manager's Office**

Office Manager	TNON		X		Would be able to work from home one to two days a week
Sustainability Director	TNON		X		
Public Information Officer	TNON		X		Should work from home no more than 1 day due to educational component of the position.
Management Fellow	TNON		X		
Town Manager	TNON		x		Would be able to work from home one to two days a week
Deputy Town Manager	TNON		x		
<b>Total</b>		<b>2</b>	<b>78</b>	<b>33</b>	