

Memo

To: Village Board

From: Chris Clark, Director of Parks, Recreation, & Forestry

Re: Authorization to Fill the Recreation Coordinator Position

Date: July 21, 2015

Background Information:

Jenny Hammes, the Village Recreation Coordinator, has accepted a position with the City of DePere as the Recreation Supervisor. Jenny has been with the Village of Allouez for approximately three and a half years and her last day will be August 3rd.

The Parks, Recreation, and Forestry Department is seeking authorization to fill the Recreation Coordinator position at its current level. We are looking to change the position from an exempt salaried position to a non-exempt hourly position. With the impending changes to federal exemption minimums, it is anticipated that this position will no longer qualify as exempt. Please see the attached job description and compensation range.

Previous Information/Action:

None

Budget Item/Funding:

The Recreation Coordinator is a 1.0 FTE position that is currently budgeted at \$40,800 annual wages plus full benefits. Staff is currently working on a wage rate study that may adjust this rate in the future.

Staff Recommendation:

Village staff recommends the Village Board authorize staff to proceed with filling the position of Recreation Coordinator with a starting wage range of \$18.00-\$22.00 per hour.

Attachments:

- Recreation Coordinator Job Description
- Recreation Coordinator Compensation Range



VILLAGE OF ALLOUEZ
POSITION DESCRIPTION

POSITION TITLE: Recreation Coordinator

APPROVED: May 19, 2015

REPORTS TO: Director of Parks, Recreation & Forestry **FLSA:** Exempt

JOB PURPOSE: This is a professional position responsible for researching, planning, coordinating, organizing, developing, hiring and budgeting for recreational programs, activities and special events for all ages. Assists the Parks, Recreation and Forestry Director and is responsible for various department administrative duties.

DUTIES AND RESPONSIBILITIES: The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive and other duties may be required and assigned.

Recreation related jobs and duties:

- Assists Parks Recreation and Forestry Director with division budget preparation.
- Processes operating expenditures for recreation activities including payroll for department employees, reviewing time sheets and verifying hours and rates.
- Schedules and coordinates the use and security of facilities and athletic fields utilized for recreation programming and community use.
- Coordinates all recreational activities for the department.
- Works with various outside organizations to coordinate the scheduling of activities in non-village facilities.
- Oversees and administers Senior Center programs.
- Attends staff, committee, and board meetings as needed.
- Responsible for producing marketing/advertising materials to promote recreation programs and activities. Social Media Promotion, monitors department pages for interactions and feedback from community members. Prepares the annual "All About Allouez" brochure including soliciting advertising to offset the brochure costs.
- Responsible for the hiring, supervising, training, scheduling and evaluating seasonal/part-time employees for recreation and senior programs.
- Evaluates programs and services, prepares reports, maintains records, and establishes fees for recreation programs and special events.
- Purchases, inventories, and distributes equipment and supplies for recreation programs and special events.
- Establishes and maintains a customer focused approach for recreation programming.
- Maintains and updates the Parks, Recreation and Forestry Department's webpages on the village website.
- Receives and processes facility reservations and program activity registrations.
- Responsible for preparing schedules for various youth and adult recreational leagues.
- Develops community partnerships to increase and maximize recreation programming opportunities. Assists various organizations and volunteers.

General clerical related duties and responsibilities:

- Performs routine administrative duties.
- Responsible for daily receipting, assists the receptionist with clerical tasks, telephones, and customer service in the general office when necessary.
- Assists with election duties.
- Prepares the village monthly e-newsletter and assists with village wide communication efforts.
- Acts as back up receptionist in their absence.

POSITION QUALIFICATIONS:

Bachelor's Degree in Recreation Administration or equivalent. Minimum of three years' experience in recreational programming and supervision. CPR, AED and First Aid training desired. Valid WI driver's license is required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Considerable knowledge of the principles, practices, and methods for delivering community recreation services.
- Ability to respond to inquiries in an informed, efficient and responsible manner.
- Ability to develop and maintain effective partnerships with the public, community agencies, service organizations, and schools.
- Ability to prepare and maintain a program budget.
- Ability to communicate effectively with the general public, village officials and village employees, both orally and in writing.
- Ability to listen, respond to, and resolve citizen's requests and concerns and to undertake a variety of tasks on a daily basis related to overall village operations.
- Ability to develop, coordinate, and direct various recreation activities for the benefit of the community.
- Ability to plan, schedule, train, supervise, and evaluate the work of recreation staff and volunteers.
- Proficient with computers including Microsoft Office programs.
- Ability to perform general office work.

SUPERVISION/DECISION MAKING:

Supervises up to 75 seasonal and part-time employees. Makes preliminary recommendations regarding personnel matters. Decisions affect the operation of the work unit. Receives specific direction to accomplish assigned objectives and plans own work.

INTERACTION: Frequent inside and outside contacts with co-workers, employees, residents, vendors, and immediate supervisor. Contacts involve corrections or adjustments where some tact is essential to resolve minor problems. Customer service is essential.

This job description is intended to describe the functions and minimum requirements for the performance of this job. It is not to be construed as an exhaustive statement of all duties, responsibilities or requirements. The Village reserves the right to add, change or delete functions of this position at any time

Receptionist/Switchboard Operator

Answers telephone and greets visitors to provide information and assistance. Takes messages and directs calls to appropriate department individual. May perform basic clerical duties such as sorting mail or preparing mailings.

REGION

STATEWIDE		38	101	\$15.63	\$15.37	\$14.32	\$15.64	\$15.61	\$17.26	26	\$13.78	\$17.40
# of Org.	# of Emp.	Org. Wtd. Average	Emp. Average	25th Perc.	Median	Average Control Pt.	75th Perc.	Org.'s w/Range	Average Min	Average Max		
Central	4	12	*	*	*	*	*	4	*	*	*	*
Fox Valley – Northeast	6	29	\$15.92	\$15.70	\$14.88	\$15.94	\$17.38	3	*	*	*	*
Northern	1	3	*	*	*	*	*	1	*	*	*	*
South Central	7	22	\$14.12	\$13.97	\$12.21	\$13.88	\$14.76	3	*	*	*	*
Southeastern	11	23	\$16.55	\$16.34	\$15.09	\$16.17	\$19.02	8	\$13.87	\$17.64		
Western	9	12	\$15.77	\$15.32	\$14.53	\$15.99	\$17.12	7	\$13.81	\$16.57		

Recreation Program Coordinator

Under the supervision of the Parks/Recreation Director this position plans, schedules, organizes, implements, and supervises recreation programs and activities, including athletic leagues, child and senior citizen programs, summer day camp programs and special events. Prepares program or activity budgets and press releases. Schedules use of facilities and equipment, and monitors and evaluates programs. Provides administrative support. Supervises seasonal employees.

REGION

STATEWIDE		21	23	\$22.98	\$23.11	\$18.28	\$22.50	\$25.78	\$24.57	14	\$22.17	\$29.76
# of Org.	# of Emp.	Org. Wtd. Average	Emp. Average	25th Perc.	Median	Average Control Pt.	75th Perc.	Org.'s w/Range	Average Min	Average Max		
Central	3	3	*	*	*	*	*	3	*	*	*	*
Fox Valley – Northeast	4	4	*	*	*	*	*	3	*	*	*	*
Northern	2	2	*	*	*	*	*	0	*	*	*	*
South Central	7	7	\$22.28	\$22.28	\$16.98	\$22.50	\$24.57	4	*	*	*	*
Southeastern	1	1	*	*	*	*	*	1	*	*	*	*
Western	4	6	*	*	*	*	*	3	*	*	*	*

All Allouez Matches -- Survey Job Title	Current Pay Rate	FOX VALLEY- NORTHEAST Region Median Current Pay	Allouez to Fox Valley-Northeast Region Median Current Pay Rate	STATEWIDE Region Median Current Pay Rate**
Account Clerk (Intermediate)	\$21.00	\$19.21	109%	\$18.96
Account Clerk (Top)	\$21.39	\$20.03	107%	\$20.49
City Clerk	\$29.37	\$31.27	94%	\$30.22
City Manager/Administrator	\$42.70	\$45.79	93%	\$48.83
Deputy City Clerk	\$19.38	\$20.61	94%	\$21.83
Finance Director	\$36.78	\$49.28	75%	\$43.08
Heavy Equipment Operator	\$25.67	\$23.19	111%	\$22.47
Mechanic Public Works/Highway/Streets	\$26.43	\$24.39	108%	\$22.86
Municipal Court Clerk	\$16.50	\$19.92	83%	\$19.88
Parks Director	\$34.22	\$34.22	100%	\$35.78
Parks Maintenance Worker	\$22.96	\$21.93	105%	\$21.39
Parks Supervisor	\$28.13	\$27.62	102%	\$25.37
Public Works Director	\$47.16	\$47.16	100%	\$44.14
Receptionist/Switchboard Operator	\$13.60	\$15.94	85%	\$15.64
Recreation Program Coordinator	\$19.23	*	*	\$22.50
Street & Parks Maintenance Worker	\$23.46	\$23.18	101%	\$22.12
Street Foreman	\$28.15	\$28.15	100%	\$28.35

Average
97.9%

**Fox Valley-Northeast Region is the median current pay rate for all organizations in the Fox Valley-Northeast Wisconsin region for the survey job, *including your data*.

**STATEWIDE Region is the median current pay rate for all organizations in the State of Wisconsin for the survey job, *including your data*.

^The Index is the Allouez average current pay rate divided by the Fox Valley-Northeast Region Median Current Pay Rate, expressed as a percent. Values above 100% indicate the Village may be paying more than the regional median for the job, whereas values below 100% indicate the Village may be paying less than the regional median for the job. Values outside a 15% plus or minus parameter are in bold to highlight potential significance. An asterisk indicates insufficient data.