

Memo

To: Village Board

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

Re: Authorization to Hire Temporary Help to Fill Recreation Coordinator Vacancy

Date: July 21, 2015

Background Information:

With the resignation of Jenny Hammes as the Recreation Coordinator, we have a vacancy in that position beginning August 4th. This position also performs clerical and reception duties at the front office at Village Hall.

Previous Information/Action:

The Parks, Recreation, and Forestry Department is seeking authorization to hire temporary staff to assist with office duties until the Recreation Coordinator position is filled, approximately 3-4 months.

Budget Item/Funding:

The Recreation Coordinator is a 1.0 FTE position that is currently budgeted at \$40,800, which is adequate to cover expenses and wage for utilizing temporary staffing.

Staff Recommendation:

Village staff recommends the Village Board authorize staff to hire temporary staffing to bridge the gap until the Recreation Coordinator position is filled.

Attachments: