

RESOLUTION

**NEW AND REVISED JOB DESCRIPTIONS:
DEPARTMENT OF PARKS & RECREATION REORGANIZATION**

WHEREAS, as part of the reorganization of the Department of Public Infrastructure, the Department of Parks & Recreation has been created; and

WHEREAS, the Human Resources Department has received the attached new and revised job descriptions from the Department of Public Works to be reviewed and considered for approval;

WHEREAS, the Personnel Committee on April 6, 2026, recommended approval of the attached revised and new job descriptions in the Department of Parks & Recreation, and to fill the positions of Director of Parks & Recreation at Grade Q, Parks Supervisor at Grade K, Recreation Supervisor at Grade K, Administrative Assistant at Grade H, and part-time Administrative Support Specialist at Grade F; and

WHEREAS, these changes will result in the elimination of Parks & Recreation Division Manager, Parks Planner, and Recreation Team Leader positions in the Department of Public Infrastructure; and

WHEREAS, to approve filling the newly created positions in the Department of Parks & Recreation, organized as shown on the attached organization chart, all according to the Compensation Plan and Employee Policy Manual.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Common Council of the City of Manitowoc, to approve the attached new and revised job descriptions in the Department of Parks & Recreation: Director of Parks & Recreation at Grade Q, Parks Supervisor at Grade K, Recreation Supervisor at Grade K, Administrative Assistant at Grade H, and part-time Administrative Support Specialist at Grade F; and to fill the positions at the discretion of management.

INTRODUCED _____ ADOPTED _____

APPROVED
Justin M. Nickels, Mayor

Fiscal Impact: Anticipated budgetary savings of approximately \$60,000 for fiscal year 2026. No tax levy or 2026 budget amendments needed.
Funding Source: General Fund – Parks & Rec Department (1100-51200)
Finance Director Approval: /SMA
Approved as to form: /EGN

This resolution was drafted by Jessica C. Lillibridge, Human Resources Director