



CITY OF MANITOWOC

WISCONSIN, USA

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To: Public Infrastructure Committee

From: Dan Koski, Director of Public Infrastructure

Re: 19-0847 Park and Rec Job Description / Realignment Approval to Fill 2 Positions

The retirement of the Recreation Division Manager this past May has allowed us to once again take a look at roles and responsibilities within the Department, and to move towards a more sustainable Org Chart. The attached job description combines the Current Recreation Division with the Parks Subdivision in order to realize a more equitable workload allocation, and to more closely align with job descriptions common to the industry.

This proposal also includes converting the vacant PT Senior Center Admin position to a FT Recreation Team Leader, who would be responsible for assisting the Division Manager with the Recreation programming and all the Senior Center programming, along with coordinating groups like the Committee on Aging. Due to programming requirements, and combining the two groups for a more equitable workload allocation, approving the Team Leader position is instrumental. There is actually a lot of work with programming, and odd / inconsistent hours on a seasonal basis. In fact we have had 3 different employees that worked with the previous Recreation Division Manager in our Succession Planning program, and they all dropped out due to workload / hours. The Team Leader position has been extremely beneficial in streets, parks, cemetery and fleet as both a means of assisting the Division Managers, and also in Succession Planning.

I recommend the City approve this request for the following reasons:

1. Approve and forward to the Personnel Committee the new Job Descriptions for Park and Recreation Division Manager and Recreation Team Leader, along with associated changes to the Operations Division Manager Job Description.
2. Approve filling the two open positions per the new Job Descriptions.