

<b>Agenda Item</b>	Community Services Department – Position Description Updates
<b>Date</b>	September 7, 2021
<b>Submitting Department</b>	Community Services Department
<b>Recommended Action</b>	Approve the updated position descriptions for the Community Services Department as presented.
<b>Strategic Vision Area and Strategy</b>	Safe, Healthy, Connected People
<b>Expenditure Required (amount and source)</b>	The adjustment to the Thrive Site Director will have a neutral impact on the General Fund for FY22. The adjustment to the Recreation Assistant Position will be funded through the City's ESSER Contract with Winooski School District.
<b>Background Information</b>	<p>In response to several recent staff departures, as well as a significant increase in programming and participation as a result of the City's ESSER contract with the Winooski School District (as approved at Council's Regular Meeting of May 3, 2021), the Community Services Department is proposing a series of updates to Position Descriptions to enable us to better serve the Winooski Community. We are seeking approval of the following Position Description Updates:</p> <ul style="list-style-type: none"> <li>• Expand the Thrive Site Director position from part time to full time:             <ul style="list-style-type: none"> <li>○ With the recent departure of our Children and Families Program Manager, we are in need of a full time staff person to fully manage the day-to-to operations of the Thrive Afterschool and Summer Programs, both of which have grown this past year. We don't plan to refill the Children and Family Programs Manager position (a General Fund position), and therefore the Thrive Site Director position would be fully funded through the General Fund with this change (previously it had been partially funded through the City's ESSER Contract with Winooski School District).</li> </ul> </li> </ul>



	<ul style="list-style-type: none"> <li>○ Salary Range: \$22.18 - \$24.00/hour</li> <li>● Expand Recreation Assistant (currently vacant) from part time to full time:           <ul style="list-style-type: none"> <li>○ With the recent departure of our Parks and Community Gardens Manager (part time position) and in light of the large increase in youth programming being created through the City's ESSER Contract with the Winooski School District, we are proposing to expand the Recreation Assistant position from part-time to full time.</li> <li>○ Salary Range: \$17.95 - \$19.43/hour</li> </ul> </li> </ul>
<b>Supporting Documents</b>	Position Descriptions (Title, Purpose, Funding Source)
<b>Interested Parties</b>	All
<b>City Manager Approval</b>	

