

CITY OF ELKHORN
Human Resources
First Floor Conference Room, 9 S. Broad Street, Elkhorn, Wisconsin
October 8, 2012

Chairman Kim DeHaan called the Human Resources Committee meeting to order at 4:30 p.m. followed by Roll Call.

ROLL CALL

Present: Aldermen Kim DeHaan, Gary Payson, Sr., Brian Olson
Also present: Fire Chief Rod Smith, Finance Director Mary Hinske, Library Director Lisa Selje and Deputy Clerk Theresa Sissons.

RECREATION PROGRAM DIRECTOR

A discussion ensued as to the requirements for this new position. The position will be salaried with varying hours dependent upon the seasons. The summer months will be the busiest (June, July and August) and the Director may end up working as many as 12 hours per day. The rest of the year the hours may fluctuate. No overtime will be offered for this position. This person will be responsible for developing, planning and directing the activities of the Recreation Department. The Director will also be responsible for some hiring of employees along with the Park & Recreation Advisory Board. Salary will be based on experience, with a range of \$39,000 to 49,000. There were some corrections and/or typos that need to be corrected to the job description. Motion (Payson/Olson) that the job description should be presented to the full Council for approval of publication once all corrections have been made. Motion carried.

ADJOURN

Motion (Olson/ Payson) to adjourn at 5:07 p.m.

Theresa M Sissons
Deputy Clerk