



**VILLAGE OF JACKSON
PERSONNEL COMMITTEE MEETING AGENDA**

Tuesday, December 12, 2023 at 6:30 PM

Jackson Municipal Complex
Village Board Room
N168W19851 Main Street
Jackson, WI 53037

1. Call to Order and Roll Call
2. Approval of Minutes for the Personnel Committee Meeting of November 14, 2023
3. Resolution 23-31 - Amending Election Inspector Wages
4. Resolution 23-32 - Resolution Increasing Elected Official Compensation
5. Resolution 23-33 - Resolution Increasing Appointed Official Compensation
6. Proposed Updates to Employee Job Descriptions - Administrative Offices and Parks and Recreation Offices
7. Citizens/Village Staff to Address the Personnel Committee
8. Adjourn

Persons with disabilities requiring special accommodations for attendance at the meeting should contact the Administration Department at the Jackson Municipal Complex at least one (1) business day prior to the meeting.

It is possible that members of the Village Board may attend the above meeting. No action will be taken by any governmental body at this meeting other than the governmental body specifically referred to in this meeting notice. This notice is given so that members of the Village Board may attend the meeting without violating the open meeting law.

MINUTES
PERSONNEL COMMITTEE MEETING
Tuesday, November 14, 2023 at 6:00 PM
Personnel Committee Meeting

1. Call to Order and Roll Call

The meeting was called to order at 6:00 PM by Pres. Heckendorf.

Members Present: Pres. Heckendorf, Tr. Emmrich, Tr. Kruepke.

Members Excused: None

Members Absent: None

Staff Present: Administrator Jen Keller, Treasurer Darlene Smith, Chief Aaron Swaney, Lt.

Todd Fristed, Parks & Recreation Director Kelly Valentino, and Clerk Anastasia Gonstead.

Trustees Present in Audience: None

2. Approval of Minutes for the Personnel Committee Meeting of September 12, 2023

The motion to approve the minutes of the September 12, 2023 Personnel Committee Meeting was made by Tr. Kruepke and seconded by Tr. Emmrich.

Vote: 3 ayes, 0 nays. Motion carried.

3. Review and Discussion of Chapter IV of the Village of Jackson Employee Handbook

Administrator Keller provided an overview of what was provided in the agenda packet regarding section IV of the Village of Jackson Employee Handbook. Vacation time policy proposal was addressed, while providing the differences that were viewed between reviewed municipalities that have aged handbooks vs. municipalities that had recently made updates, and that the proposal provided fell inline with the municipalities with recent updates. Discussion commenced regarding the proposal of pro-rated timeoff benefits for part-time employees. Discussion went on provide explanation of the 2-to-1 language proposed.

No action taken.

4. Closed Session Pursuant to Wis. Stats. § 19.85(1)(c) “considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.”

The closed session is for the purpose of:

1. Updates to Chapter IV of the Village of Jackson Employee Handbook and Application of Same with Regard to Specific Employees

The motion to proceed into closed session, pursuant to Wis. Stats. §19.85(1)(c), was made by

Pres. Heckendorf and seconded by Tr. Emmrich. A roll vote was taken:

Pres. Heckendorf: Aye

Tr. Emmrich: Aye

Tr. Kruepke: Aye

Vote: 3 ayes, 0 nays. Motion carried. The meeting proceeded into closed session at 6:13 PM. Present in the closed session were the committee members and Administrator Keller.

5. Reconvene in Open Session with Possible Action Related to the Subject of the Preceding Closed Session

The motion to reconvene into open session was made by Pres. Heckendorf and seconded by Tr. Emmrich.

Vote: 3 ayes, 0 nays. Motion carried. The meeting commenced into open session at 6:46PM.

The motion to recommend the review and discussion of section IV of the Village of Jackson Employee Handbook to Village Board with no recommendation was made by Tr. Kruepke and seconded by Tr. Emmrich.

Vote: 3 ayes, 0 nays. Motion carries

6. Citizens/Village Staff to Address the Personnel Committee

None.

7. Adjourn

A motion to adjourn the meeting was made by Pres. Heckendorf and seconded by Tr. Kruepke.

Vote: 3 ayes, 0 nays. Motion carried. The meeting was adjourned at 6:47 PM.

Respectfully Submitted,
Anastasia Gonstead - Village Clerk

RESOLUTION #23-31

RESOLUTION AMENDING ELECTION INSPECTOR WAGES

WHEREAS, on October 13, 2020, the Village of Jackson Village Board approved an Election Inspector wage of \$11.50 per hour, with an additional \$0.50 per hour for Chief Election Inspectors for the additional duties they incur for elections; and

WHEREAS, at the September 12, 2023, the Village of Jackson Personnel Committee was presented with a proposal wherein the Election Inspector wage be increased to \$12.00 per hour; and

WHEREAS, additionally, the proposal further suggested an additional lump sum payment for those serving in the capacity of Chief Election Inspector on election day, \$20.00 for a half day and \$40.00 for a full day, for the additional duties they incur for elections; and

NOW, THEREFORE, BE IT RESOLVED that the Village of Jackson Village Board does hereby approve the aforementioned wage increases for Election Inspectors, effective January 1, 2024.

Introduced by: _____

Seconded by: _____

Vote: _____ Ayes _____ Nays

Passed and Approved: _____

Brian Heckendorf – Village President

Attest: _____
Anastasia Gonstead – Village Clerk

Proof of Posting:

I, the undersigned, certify that I posted this Resolution on bulletin boards at the Village Hall, Post Office, and one other location in the Village.

Village Official

Date

RESOLUTION #23-32

RESOLUTION INCREASING ELECTED OFFICIAL COMPENSATION

WHEREAS, under the Village's current compensation practices, the Village President is provided base compensation of \$4,000 per year with additional compensation at a rate of \$15 per regular meeting attended and \$30 per special meeting attended; and

WHEREAS, this compensation practice has resulted in average total annual compensation to the Village President of \$4,500 - \$4,900; and

WHEREAS, under the Village's current compensation practices, Village Trustees are provided base compensation of \$3,000 per year with additional compensation at a rate of \$15 per regular meeting attended and \$30 per special meeting attended; and

WHEREAS, this compensation practice has resulted in average total annual compensation to Village Trustees of \$3,500; and

WHEREAS, the Village has found that compensating the President and Trustees partly on the basis of meetings attended imposes an administrative burden, as it requires tracking attendance at meetings and creates ambiguity when individuals attend only portions of meetings; and

WHEREAS, Village staff has determined that compensating the President and Trustees solely on annual base compensation will reduce the Village's administrative burden and eliminate the above-mentioned ambiguity; and

WHEREAS, Village staff has recommended that the Village compensate the Village President at the flat rate of \$7,000 per year; and

WHEREAS, Village staff has also recommended that the Village compensate Trustees at the flat rate of \$5,000 per year; and

WHEREAS, the Village of Jackson Board of Trustees has determined that these rates, which would take effect upon the beginning of the next terms of office, would equitably compensate the Village's President and Trustees.

NOW, THEREFORE, BE IT RESOLVED that the Village of Jackson Village Board does hereby approve the aforementioned compensation increases for the Village President and Village Trustees, effective July 1, 2025; and

FURTHER RESOLVED, that for the period beginning January 1, 2024 and ending July 1, 2025, the Village will compensate the Village President and Village Trustees at the

flat rates of \$4,900 per year and \$3,500 per year, respectively, representing no change in the amount of compensation but only a change in the mechanics of compensation.

Introduced by:_____

Seconded by:_____

Vote: _____ Ayes _____ Nays

Passed and Approved:_____

Brian Heckendorf – Village President

Attest:_____
Anastasia Gonstead – Village Clerk

Proof of Posting:

I, the undersigned, certify that I posted this Resolution on bulletin boards at the Village Hall, Post Office, and one other location in the Village.

Village Official

Date

Common Council Pay Survey
Washington County - 2023

Community	Population	Ald/Trustee	Mayor/President	
Hartford	16024	\$4,000	\$8,000	
West Bend	31619	\$4,236	\$7,618	Alderpersons get \$780 allowance/year. Mayor gets \$1800 allowance/year. No term limits.
Richfield	11800	\$4,605	\$11,440	No term limits
Slinger	6106	\$4,500	\$6,000	No term limits
Newburg	1254			
Germantown	19749	\$5,500	\$8,000	No term limits
Kewaskum	4004			
Jackson	8001	\$3,000	\$3,500	\$15/additional mtg, both president & trustees. Two year term limits for both.
Avg		\$4,307	\$7,426	

RESOLUTION #23-33

RESOLUTION INCREASING APPOINTED OFFICIAL COMPENSATION

WHEREAS, the Village currently compensates appointed Village officials, including appointed committee, board, and commission members, at a rate of \$15 per meeting attended; and

WHEREAS, after reviewing the Village's compensation practices, Village staff have recommended that compensation for appointed Village officials, including appointed committee, board, and commission members, be increased to \$30 per meeting attended; and

WHEREAS, the Village of Jackson Board of Trustees believes that a rate of \$30 per meeting attended is equitable compensation for the Village's appointed officials.

NOW, THEREFORE, BE IT RESOLVED that the Village of Jackson Village Board does hereby approve the aforementioned compensation increase for appointed Village officials, including appointed committee, board, and commission members, effective January 1, 2024.

Introduced by: _____

Seconded by: _____

Vote: _____ Ayes _____ Nays

Passed and Approved: _____

Brian Heckendorf – Village President

Attest: _____
Anastasia Gonstead – Village Clerk

Proof of Posting:

I, the undersigned, certify that I posted this Resolution on bulletin boards at the Village Hall, Post Office, and one other location in the Village.

Village Official

Date

Jackson Parks & Recreation
DIRECTOR JOB DESCRIPTION

GENERAL STATEMENT OF DUTIES:

Plans, organizes, coordinates, and implements recreation programs and events for the Jackson Community; oversees day to day operations of the Jackson Community Center, assists in the acquisition, development, and improvement of existing parkland areas; performs related work as required.

DISTINGUISHING FEATURES OF THE POSITION:

The work entails the general planning, development, and supervision of the recreation programs at various locations throughout the Jackson Community, including the need and scope of future recreation programs and events. The work also entails assisting in the general planning, administration, and the implementation of park projects, as well as ongoing park maintenance, inspections, acquisition, and development. Performs the duties of the Site Director for the 4K program through the West Bend School District held at the JCC.

SUPERVISION RECEIVED & EXERCISED:

Works under the general supervision of the Village Administrator. This is a Full Time Village position, for purposes of benefits and payroll. Exercises direct supervision over Recreation Supervisors, Operations Manager, 4K Teachers, and Aids.

DUTIES OF POSITION:

- Oversees the Recreation Supervisors in the coordination of year-round recreation programs for all age groups and interest levels.
- Responsible for the coordination and implementation of department special events along with the Recreation Supervisors and Operations Manager.
- Serves on the Jackson Festivals, Inc. Board of Directors, as the Park & Recreation Department charter member representative.
- Interprets the scope and need for park and recreation programs and events through the Program Service Analysis prepared bi-annually by the Recreation Supervisor.
- Works with the Operations Manager on all print, web, and social media advertising.
- Responsible for staff manuals, procedure manuals, emergency procedure manual and playground safety logs.
- Oversees the day-to-day operation of the Jackson Community Center.
- Oversees the Operations Managers collection of and accounting for revenues from park & recreation programs, events, leagues, concessions, and facility rentals.
- Acquires grants and sponsorships in coordination with the Operations Manager and Recreation Supervisors.
- Responsible for coding and submitting all department payables to the Village Treasurer.
- Responds to citizen's requests and complaints concerning park and recreation programs and facilities.
- Recruits, hires, and evaluates the full and part time 4K staff.
- Responsible for the day-to-day operation of the West Bend School District 4K program held at the JCC.
- Prepares and is responsible for the annual operating budget including General Fund and Capital Projects.
- Responsible for tracking and maintaining the JPR annual budget and preparing quarterly financial reports for the Village Board.
- Prepares and is responsible for Village wide budget requests presented for approval by the Village Tourism Commission for the promotional use of hotel/motel room tax.
- Works cooperatively with the Public Works Director and DPW for Parks, Buildings & Grounds Foreman and staff in the utilization, preparation, and maintenance of park and recreation facilities, including playgrounds.
- Responsible for administrative financial functions including billing, payroll, ordering of equipment and supplies for the Jackson Community Center, programming, and special events.
- Evaluates and recommends maintenance and improvement for the Jackson Community Center and existing park areas through the Village Financial/Capital Improvement Plan (i.e.: athletic fields, play areas, tennis courts, shelters, etc...).
- Works with the Village Administrator in the acquisition and development of new park sites and facilities in the Village.

- Sets the agenda and provides support materials for the Jackson Parks & Recreation Commission meetings.
- Attends Village and Community meetings as required/requested.
- Coordinates the development, updating and implementation of the Parks & Open Space Plan, which is mandated through the Wisconsin Department of Natural Resources.
- Serves as Liaison to the Friends of the Jackson Parks & Recreation group by providing leadership and direction.
- Develops departmental policies and procedures pertaining to park and recreation programs, events, services, and facilities.
- Responsible for insuring and renewing all state/county/village licenses: entertainment, beverage, restaurant, bingo, and raffle.
- Maintains a friendly and cooperative relationship with the Village, neighboring municipalities, community organizations and the public.
- Prepares and informs the public regarding the rules, regulations and fees governing the use of park and recreation facilities.
- Prepares the meetings of the Parks & Recreation Commission, attends, and reports back to the Village Board.
- Attends conferences, workshops, and meetings to further educate, increase professional development and maintain certifications.
- Performs other duties as a Village Department Head and as directed by the Village Administrator.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of all phases of community recreation activities and events; thorough knowledge of the principles and methods of playground planning and program development; good knowledge of park planning and development; ability to develop and execute a well-rounded program of recreational activities; ability to cooperate with and interpret recreation philosophies to Village officials, public and private groups and agencies, and the general public; ability to develop and maintain an effective relationships with community organizations; ability to plan and supervise the work of others; ability to secure sound professional expertise in regard to park planning methods and principles; ability to keep records and prepare reports; ability to communicate effectively both orally and in writing; to use good judgment, being computer literate and the capability to work with various computer programs such as: RecDesk, Microsoft Office and Adobe InDesign etc...

DESIRED EXPERIENCE AND TRAINING:

Considerable experience in coordinating and supervising recreation activities, preferably in a community setting; some experience in park planning and development; bachelor's degree in Recreation Administration, or related fields; National Certification through NRPA (National Recreation & Park Association) as a Certified Park & Recreation Professional is desired.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This work environment has moderate noise level.

Submitted by: Kelly Valentino, CPRP revised 11/14/23
Reviewed by: JPRC/VB

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of the responsibility but should not be considered an all-inclusive listing of work requirements.

Jackson Parks & Recreation Department
OPERATIONS MANAGER JOB DESCRIPTION

GENERAL STATEMENT OF DUTIES:

Performs clerical, secretarial, financial, and administrative work in answering phones, receiving the public, providing customer assistance, cashiering, data processing, building supply ordering, bookkeeping to include daily deposits, administers JCC facility/park reservations and online marketing/social media. Hires, trains, supervises, schedules, and evaluates building supervisors, office assistants, custodians, and front desk volunteers. Serves as the liaison for long-term renters of the Community Center including, but not limited to the Washington County Boys & Girls Club, Washington County Aging and Disability Resource Center, Kettlebrook Church and the West Bend School District.

DISTINGUISHING FEATURES OF THE POSITION:

The position is an administrative staff position with front-line requirements. The Operations Manager is responsible for the coordination and scheduling of the Jackson Community Center and Village Parks. Responsible for all department marketing, guide preparation and social media. Acts as department treasurer, balances all receivables, and submits to Village Treasurer and completes reports to the Director.

SUPERVISION RECEIVED & EXERCISED:

Works under the general supervision of the Parks & Recreation Director. This is a Full Time Village position, for the purpose of benefits and payroll. Exercises supervision over the Office Manager, Building Supervisors, custodians, and front desk volunteers.

EXAMPLES OF DUTIES:

- Coordinate the office and custodial/maintenance operations for the Jackson Community Center.
- Maintains safety records and logs for cleaning chemicals and procedures as required.
- Performs janitorial/custodial tasks as needed at the Jackson Community.
- Develops and maintain office forms, files, and procedures for the department.
- Responsible for the layout and printing of bi-annual Activity Guide and all event marketing.
- Assist with administrative tasks involving seasonal personnel, budgeting, facilities, and program information/registration.
- Works with the Director and Recreation Supervisors in acquiring grants and sponsorships.
- Coordinates all Community Center and Village Parks facility/park usage schedules for programming, rentals, and special events.
- Maintains rental records and communicates rental schedules and requirements to public works.
- Works with Adult Recreation Supervisor for Fitness Center operations; memberships, reports, check-ins, renewals, 3rd party reimbursements and reports.
- Responsible for marketing including, but not limited to print and web ads, email blasts and Facebook page, while maintaining tourism budget.
- Works with Village Clerk for updating departmental information on the Village Website.
- Assists in the coordination of special events along with the Recreation Supervisors and Director, including Action in Jackson and multiple Friends of Jackson Parks & Recreation events.
- Coordinates content of the bi-annual Activity Guides with the Recreation Supervisor and Director.
- Maintains a positive, helpful and cohesive partnership between the Parks & Recreation Department and long-term facility rental groups.
- Responds to inquiries from employees, citizens, and others and refer, when necessary, to appropriate persons.
- Serves as treasurer including receipting various payments, posting monies to appropriate accounts and balancing deposits for the Village Treasurer.
- Works with the Village Treasurer in preparing weekly batch deposits for the Village accounting system.
- Responsible for the scheduling of the JCC and Community Parks.
- Works cooperatively with the Public Works Department in the coordination of park rentals and usage.

- Compose, type, and edit correspondence, reports, memoranda, and other materials required.
- Supervises, trains and schedules front desk staff including Office Manager and Building Supervisors.
- Acts as “substitute” for front desk staff when applicable and necessary.
- Attends conferences, workshops, and meetings to further educate and maintain certifications.

ESSENTIAL KNOWLEDGE, SKILLS, AND ABILITIES:

Working knowledge of computers and electronic data processing; working knowledge of modern office practices and procedures; knowledge of accounting principles and practices. Ability to perform daily accounting duties accurately; ability to effectively meet and deal with the public; ability to communicate effectively verbally and in writing; ability to handle stressful situations. The ability to multi-task and use a phone system; a higher level of computer literacy including Microsoft Office, general desktop publishing software; registration and facility registration programs (RecDesk); copy machine; fax machine. Basic knowledge of facility maintenance; HVAC, plumbing and electric how it pertains to light fixtures and equipment, paint and general building maintenance and cleaning.

DESIRED EXPERIENCE AND TRAINING:

A minimum of 3 years experience in office practices such as accounting, scheduling, bookkeeping, Microsoft Office/Google Docs and social media. Comfort working in a fast paced, multi-tasking environment. Bachelor or associate degree in Business Administration or related field; National Certification through NRPA (National Recreation & Park Association) as a Certified Park & Recreation Professional is desired.

PHYSICAL DEMANDS:

The physical demands described here are representative of those, which must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is performed mostly in office settings. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to finger; handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; stoop, kneel, or crouch; talk or hear.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment changes due to the programs and activities scheduled, it can be very loud and chaotic at times and at other times very quiet. The work environment can change based on activity.

POSITION DETAILS:

The details of employment will be specified in the individual employment Agreement.

Submitted by: Kelly Valentino, CPRP –Parks & Recreation Director

Reviewed by: JRPC/VB

Revised 11/14/23

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of the responsibility but should not be considered an all-inclusive listing of work requirements.

ADULT RECREATION SUPERVISOR JOB DESCRIPTION 2023

GENERAL STATEMENT OF DUTIES:

Responsible for the planning, coordination and supervision of the year-round recreational programs and leagues for adults of all ages and abilities. Hires, trains, supervises, and evaluates adult recreational staff, instructors, umpires/officials, and volunteers. Also, works with the Director, Operations Manager, Youth RS and other staff on programs and events when necessary and performs related work as required.

DISTINGUISHING FEATURES OF THE POSITION:

The work entails the general planning, development and supervision of adult recreational programs and leagues at various locations throughout the community. Introduces & orientates staff to programs, equipment and facilities, as well as other staff. Also, trains personnel and is responsible for ongoing staff communication. Maintains activities/events calendar and submits program and league information to the Operations Manager and Parks & Recreation Director as needed for advertising. Conducts an in-depth Program Service Analysis bi-annually. Schedules instructors, program staff, umpires/officials, and volunteers responsible for the coordination, staffing and running all programs and leagues. Maintains an accurate inventory of program supplies. Responsible for revenue and expenses, booking keeping and deposits for adult programs and leagues. Responsible for the day-to-day operation of the Jackson Community Center Fitness Center, insurance agreements, renewals, recruitment, and financials.

SUPERVISION RECEIVED & EXERCISED:

Exercises supervision over the various adult recreation program staff, coordinators, instructors, volunteers, and umpires/officials that work within the specific program areas. The Adult Recreation Supervisor works under the general supervision of the Parks & Recreation Director. This position is a Full Time Village position, for purposes of benefits and payroll.

DUTIES OF POSITION:

- Completes the accurate bi-annual Program Service Analysis for the purpose of evaluation, planning, investing/divesting in the year-round youth recreation programs & activities for adult programs and leagues.
- Assists in the coordination of special events along with Youth Recreation Supervisor, Operations Manager and Director, including Department/Village Events, Action in Jackson, and multiple Friends of Jackson Parks & Recreation events.
- Enthusiastically finds new and cutting-edge adult programs to generate revenue for the department.
- Maintains proper logs, records, evaluations, and financial spreadsheets for programs, leagues, and concessions.
- Responsible for ordering, inventory and staffing park concession stands. Works with Youth Recreation Supervisor to ensure "Safe Food Handling" compliance.
- Recruits, hires, trains, and evaluates adult staff, instructors, officials/umpires, and volunteers.
- Responsible for all adult program work agreements and payroll/independent contractor forms, complying with all Village procedures.
- Schedules and coordinates with the Operations Manager, the use of facilities utilized for adult recreation programs for the Jackson Community Center and Parks.
- Works closely with the public works department to ensure day-to-day field/court prep for adult leagues and programs.
- Responsible for the day-to-day operation of the Jackson Community Center Fitness Center, insurance agreements, renewals, recruitment, and financials.
- Works with the Youth Recreation Supervisor and Operations Manager to recruit, train, and supervise volunteers assigned to the adult recreation programs and leagues.
- Assists the Director in preparing and maintaining the Parks & Recreation Department budget as it pertains to their programs and makes recommendations to the Director on fees and charges.

- Submits financial reports on revenues and expenditures for all adult programs and events utilizing the Program Service Analysis spreadsheet.
- Assists the Director in evaluating existing adult programs and determining the need and scope of future recreation programs through the Program Service Analysis.
- Prepares promotional materials and advertising plans for all adult programs and events.
- Performs janitorial/custodian tasks as needed at the Jackson Community and/or Parks.
- Responds to citizen requests and complaints concerning recreational activities, in a positive and customer service friendly manner.
- Maintains a friendly and cooperative relationship with the Village, community organizations and the public.
- Acts as a “substitute” for instructors and staff when applicable and necessary.
- Attends various meetings as required with the recreation programs, as requested by the Parks & Recreation Director.
- Attends conferences, workshops and meetings to further educate and maintain certification.
- Performs other duties as directed by the Parks & Recreation Director.

ESSENTAIL KNOWLEDGE, SKILLS AND ABILITIES:

Good knowledge of philosophies, practices and principles of public recreation in order to develop, coordinate, implement, supervise and evaluate year round activities for all ages; needs to organize, market and run top quality leagues for adults youth, ability to hire and supervise seasonal and part-time employees, provide training and evaluate performance; ability to prepare and maintain a program budget; knowledge of facilities and equipment necessary in public recreation programs in order to determine needs, make recommendations to the Director and ensure proper maintenance; ability to develop and maintain an effective relationship with the public; ability to communicate both verbally and in writing. Computer literate and capability to work with various computer programs such as Microsoft Office and various desktop publishing programs to create flyers etc...

DESIRED EXPEREINCE AND TRAINING:

A minimum of 3 years experience in coordinating and supervising recreation activities, preferably in a community setting; Bachelor or associate degree in Recreation Administration, or related field; National Certification through NRPA (National Recreation & Park Association) as a Certified Park & Recreation Professional is desired.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This work environment has moderate noise level.

Submitted by: Kelly Valentino, CPRP - revised 11/14/2023

Reviewed by: JPRC/VB

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of the responsibility but should not be considered an all-inclusive listing of work requirements.

YOUTH RECREATION SUPERVISOR JOB DESCRIPTION 2023

GENERAL STATEMENT OF DUTIES:

Responsible for the planning, coordination and supervision of the year-round recreational programs and events for youth of all ages and abilities, as well as Seniors. Hires, trains, supervises, and evaluates youth recreational staff, instructors, umpires/officials, and volunteers. Also, works with the Director, Operations Manager, Adult RS and other staff on programs and events when necessary and performs related work as required.

DISTINGUISHING FEATURES OF THE POSITION:

The work entails the general planning, development and supervision of youth recreational programs and events at various locations throughout the community. Introduces & orientates staff to programs, equipment, and facilities, as well as other staff. Also, trains personnel and is responsible for ongoing staff communication. Maintains activities/events calendar and submits program and event information to the Operations Manager and Parks & Recreation Director as needed for advertising. Conducts an in-depth Program Service Analysis bi-annually. Works closely with the Adult Recreation Supervisor to maintain an accurate inventory of concession supplies. Serves as the JPR Licensed Food Handler and complies with all safety requirements for safe food handling per the Washington County Health Department licensing. Responsible for overseeing the Community Senior Card Club, and all Senior programming. Works closely with the Washington Co. Aging & Disability Resource Center and assists the Director with the annual ADRC Grant for Senior programs. Assists the Director in interpreting the recreational needs of the community. Responsible for the establishing and maintaining a "Volunteer Program" for all department needs.

SUPERVISION RECEIVED & EXERCISED:

Exercises supervision over the various youth recreation program staff, coordinators, instructors, volunteers, and officials that work within the specific program areas. The Youth Recreation Supervisor works under the general supervision of the Parks & Recreation Director. This position is a Full Time Village position, for purposes of benefits and payroll.

DUTIES OF POSITION:

- Completes the accurate bi-annual Program Service Analysis for the purpose of evaluation, planning, investing/divesting in the year-round youth & Senior programs & activities.
- Assists in the coordination of special events along with Adult Recreation Supervisor, Operations Manager and Director, including Department/Village Events, Action in Jackson, and multiple Friends of Jackson Parks & Recreation events.
- Enthusiastically finds new and cutting-edge youth programs to generate revenue for the department.
- Maintains proper logs, records, evaluations, and financial spreadsheets for programs, leagues, and concessions.
- Recruits, hires, trains, and evaluates youth staff, instructors, officials/umpires, and volunteers.
- Responsible for all youth & Senior program work agreements and payroll/independent contractor forms, complying with all Village procedures.
- Evaluates all youth & Senior programs, including equipment and facility needs, and makes related program policy recommendations to the Director.
- Responsible for the operation; ordering, inventory, staffing of concession stands.
- Schedules and coordinates with the Operations Manager, the use of facilities utilized for youth & Senior recreation programs for the Jackson Community Center and Parks.
- Works closely with the public works department to ensure day-to-day field/court prep for youth leagues and programs.
- Responsible for the coordination of the JPR Volunteer Program for all department programs and events.
- Works with the Adult Recreation Supervisor and Operations Manager to recruit, train, and supervise volunteers assigned to the youth recreation programs and events.
- Assists the Director in preparing and maintaining the Parks & Recreation Department budget as it pertains to programs, and makes recommendations to the Director on fees and charges.

- Submits financial reports on revenues and expenditures for all youth & Senior programs and events utilizing the Program Service Analysis spreadsheet.
- Responsible for preparing the quarterly reports and documentation required for the ADRC funding grant for Senior programs.
- Prepares promotional materials and advertising plans for all youth & Senior programs and events.
- Performs janitorial/custodial tasks as needed at the Jackson Community and/or Parks.
- Responds to citizen requests and complaints concerning recreational activities, in a positive and customer service friendly manner.
- Maintains a friendly and cooperative relationship with the Village, community organizations and the public.
- Acts as a “substitute” for instructors and staff when applicable and necessary.
- Attends various meetings as required with the recreation programs, as requested by the Parks & Recreation Director.
- Attends conferences, workshops, and meetings to further educate and maintain certification.
- Performs other duties as directed by the Parks & Recreation Director.

ESSENTAIL KNOWLEDGE, SKILLS AND ABILITIES:

Good knowledge of philosophies, practices and principles of public recreation in order to develop, coordinate, implement, supervise and evaluate year round activities for all ages; needs to organize, market and run top quality leagues for adults youth, ability to hire and supervise seasonal and part-time employees, provide training and evaluate performance; ability to prepare and maintain a program budget; knowledge of facilities and equipment necessary in public recreation programs in order to determine needs, make recommendations to the Director and ensure proper maintenance; ability to develop and maintain an effective relationship with the public; ability to communicate both verbally and in writing. Computer literate and capability to work with various computer programs such as Microsoft Office and various desktop publishing programs to create flyers etc...

DESIRED EXPEREINCE AND TRAINING:

A minimum of 3 years' experience in coordinating and supervising recreation activities, preferably in a community setting; Bachelor or associate degree in Recreation Administration, or related field; National Certification through NRPA (National Recreation & Park Association) as a Certified Park & Recreation Professional is desired.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This work environment has moderate noise level.

Submitted by: Kelly Valentino, CPRP - revised 11/14/2023
Reviewed by: JPRC/VB

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of the responsibility but should not be considered an all-inclusive listing of work requirements.

Jackson Parks & Recreation Department
OFFICE ASSISTANT JOB DESCRIPTION

GENERAL STATEMENT OF DUTIES:

Performs clerical, secretarial, financial, and administrative work in answering phones, receiving the public, providing customer assistance, cashiering, and data processing.

DISTINGUISHING FEATURES OF THE POSITION:

This is a front-line staff position, which is the first impression for our patrons. It requires a very upbeat, energetic individual that is capable of problem solving and answering multiple questions in a positive and helpful manner. The work area for this position is the central hub/command central of the Jackson Community Center.

SUPERVISION RECEIVED & EXERCISED:

Works under the general supervision of the Parks & Recreation Operations Manager. The position is a Permanent Part-Time Village position, for the purpose of benefits and payroll. No direct supervision of others is exercised in this position.

EXAMPLES OF DUTIES:

- Utilizes office forms, files, and procedures as defined by the Operations Manager.
- Assist with administrative tasks involving facility usage/rentals, and program information.
- Answers central telephone system and transfers calls as necessary.
- Assists with marketing including, but not limited to print and web ads, email blasts and approved social media.
- Assists with departmental special events.
- Maintains a positive, helpful, and supportive attitude toward the public and other staff.
- Receives the public and responds to inquiries from employees, citizens, and others and refer, when necessary, to appropriate persons. Responds to inquiries from employees, citizens, and others and refer, when necessary, to appropriate persons.
- Responsible for receipting various payments and completing program and rental registrations.
- Performs janitorial/custodial tasks as needed at the Jackson Community Center.
- Responsible for room setups for meetings and programs, which may include setting up tables, chairs and required AV equipment.
- Operates office machines as required, such as; stamps, and distribute incoming mail, process outgoing mail; process program and class registration; prepare and distribute news releases, flyers, brochures, notices, newsletters, etc.; assist with scheduling and room set up; duplicate and distribute materials; assist public with use of department facilities; provide backup to related positions; compose, type, and edit correspondence, reports, memoranda, and other materials requiring judgement as to content, accuracy, and completeness.

ESSENTIAL KNOWLEDGE, SKILLS, AND ABILITIES:

Working knowledge of computers and electronic data processing; working knowledge of modern office practices and procedures; knowledge of accounting principles and practices. Ability to perform daily accounting duties accurately; ability to effectively meet and deal with the public; ability to communicate effectively verbally and in writing; ability to handle stressful situations. The ability to multi-task and use a phone system; a higher level of computer literacy including Microsoft Office Programs, Google Docs, RecDesk- registration and facility registration programs; copy machine; fax machine.

DESIRED EXPERIENCE AND TRAINING:

Graduation from a high school or GED equivalent with specialized course work in general office practices such as typing, filing, accounting, and bookkeeping. A minimum of 3 years' experience working in a fast paced, multi-tasking environment.

PHYSICAL DEMANDS:

The physical demands described here are representative of those, which must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is performed mostly in office settings. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to finger; handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; stoop, kneel, or crouch; talk or hear.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment changes due to the programs and activities scheduled, it can be very loud and chaotic at times and at other times very quiet.

POSITION DETAILS:

The details of employment will be specified in the individual employment contract.

Submitted by: Kelly Valentino, CPRP – Parks & Recreation Director
Reviewed by: JPRC/VB
Revised 11/14/2023

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of the responsibility but should not be considered an all-inclusive listing of work requirements.

VILLAGE OF JACKSON JOB DESCRIPTION

POSITION: Deputy Clerk
DEPARTMENT: Administration
IMMEDIATE SUPERVISOR: Village Clerk
CLASSIFICATION: Full-Time, Department Assistant

GENERAL POSITION DESCRIPTION:

The Deputy Clerk is primarily a clerical position responsible for providing support and assisting the Village Clerk in the statutory requirements. This position requires a high level of integrity, problem solving skills, verbal and written communication skill, and an excellent commitment to public service. This position is responsible for ensuring that the public is provided with prompt and accurate information pertaining to the services by the Village and to make sure members of the public are served during regular office hours of 8:00AM – 4:30PM, Monday through Friday. Work is normally carried out with independence, subject only to general instruction and standard operating procedures. Computer skills are essential and should include knowledge of the Microsoft Office Suite (particularly Excel and Word) as well as various social media platforms.

LICENSE/CERTIFICATION REQUIREMENTS:

Wisconsin Certified Municipal Clerk (WCMC) designation is desired; however, if not certified the ability to obtain certification will be supported by the Village along with further continuing education and training.

SKILLS, KNOWLEDGE, AND ABILITIES:

Knowledge of modern governmental principles and practices, with a familiarity of navigating and adhering to local ordinance and State statute. Working knowledge of bank reconciliation, journal entry prep and posting, property tax collection and balancing, bank deposits, payroll, accounts payable, accounts receivable, and data processing functions. Ability to use computer-based applications for word processing and database management. Familiarity with Workhorse software, Ascent software, and Civic Systems platforms is beneficial, and highly desired, but not required. Proficiency in Microsoft Office applications and various social media platforms.

EDUCATION AND PRIOR EXPERIENCE:

High school diploma or GED with specialized course work in general office practices, such as typing, filing, accounting, and bookkeeping. Minimum of two (2) years of related experience, or any equivalent combination of education and experience which provides the necessary knowledge, skills, and abilities to perform the job, with a preference on prior municipal government experience.

SPECIFIC POSITION RESPONSIBILITIES

Other duties or functions may be required from time to time, and thus the information below is not an exhaustive list of responsibilities for this role.

Front reception counter services, including:

- Answering the telephone and managing walk-in requests.
- Handling/processing payments.
- Distributing mail.
- Serving as a Notary Public.

- Maintaining the Village message board and website.
- Assisting with maintaining Village social media announcements.
- Compilation and creation of the quarterly newsletter.
- Ordering and managing office supplies.

Assisting the Village Clerk with regular statutory duties and to fulfill all duties of the Village Clerk in their absence, including:

- Assisting in the preparation and posting of agendas, packet, and minutes as needed.
- Assistance during public meetings as requested.
- Assistance with administration of elections as requested.
- Working in the WisVote election database while maintaining confidentiality.
- Preparation, coordination, and maintenance of licenses and permits issued.
- Records maintenance and management.

Assisting the Administrative Staff of the Village of Jackson with clerical and backup duties, including:

- Processing credit card payments.
- Back up for preparation of bank deposits.
- Scanning and mailing correspondence, with occasional preparation of form letters.
- Documentation preparation for the annual audit, as needed.
- Public meeting room preparation including room scheduling, set up, and clean up.

ENVIRONMENTAL ADAPTABILITY:

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is occasionally required to work abnormal hours, including evening hours. The noise level in the work environment is usually moderate and employee must have ability to sustain prolonged visual concentration and ability to sit or stand for long periods of time. The Village of Jackson is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with employer.

Job Description Updated on _____

Supervisor's Signature

Date

Employee's Signature

Date

VILLAGE OF JACKSON JOB DESCRIPTION

POSITION: Deputy Treasurer
DEPARTMENT: Administration
IMMEDIATE SUPERVISOR: Treasurer/HR Assistant
CLASSIFICATION: Part-Time, Department Assistant

GENERAL POSITION DESCRIPTION:

The Deputy Treasurer is primarily a clerical position responsible for providing statutory support and assisting the Treasurer in administering and maintaining the Village's finances. Duties include but are not limited to assisting the Village Treasurer with accounting functions, payroll functions, human resources tasks, and customer services support via phone and in-person inquiries. Work is normally carried out with independence, subject only to general instruction and standard operating procedures and general accounting principles. Computer skills are essential and should include knowledge of Microsoft Office (particularly Excel and Word).

LICENSE/CERTIFICATION REQUIREMENTS:

Certified Municipal Treasurer of Wisconsin (CMTW) designation is desired; however, if not certified the ability to obtain certification will be supported by the Village along with further continuing education and training.

SKILLS, KNOWLEDGE, AND ABILITIES:

Knowledge of modern governmental accounting theory, principles, and practices. Working knowledge of bank reconciliation, journal entry prep and posting, property tax collection and balancing, bank deposits, payroll, accounts payable, accounts receivable, and data processing functions. Ability to use computer-based applications for word processing and financial and database management. Ability to use Workhorse for accounting functions and ClearGov budget preparation and management software.

EDUCATION AND PRIOR EXPERIENCE:

High school diploma or GED. Additional courses in bookkeeping and accounting are preferred as is banking experience and/or municipal experience or any equivalent combination of experience and training.

SPECIFIC POSITION RESPONSIBILITIES

Other duties or functions may be required from time to time, and thus the information below is not an exhaustive list of responsibilities for this role.

Assisting the Treasurer with general accounting functions of the Village of Jackson:

- Assist in cash receipting functions. Collect and receive monies from the public, financial institutions, and various Village Departments.
- Prepare daily bank deposits
- Process accounts payable.
- Process accounts receivable.
- Assist with the preparation of monthly financial reports (bank reconciliation, manual checks & receipts, journal entries, etc.)

- Assist with reconciliation, maintenance, and correspondence associated with special assessment rolls.
- Assist with the preparation and reconciliation of the annual tax roll.
- Assist with annual property tax collection and batch reconciliation.
- Prepare and compile necessary information for the annual Village audit.

Assisting the Treasurer with payroll functions of the Village of Jackson:

- Serve as primary back-up to the Treasurer in performing Village payroll duties including bi-weekly, monthly, and semi-annual payroll.
- Assist with payment of Federal and State payroll taxes.
- Assist with payment of payroll deductions to various entities.
- Assist with the monthly preparation and payment for Health Insurance, ICI (income continuation insurance), and WRS (Wisconsin retirement system).
- Assist with the quarterly preparation and payment of required financial reports such as IRS form 941, State unemployment, and Sales & Use tax.

Assisting the Treasurer with Human Resources tasks for all Departments of the Village of Jackson:

- Assist with the management of the Employee Appreciation Program.
- Ensure employee enrollment is completed for benefits and payroll purposes prior to start of work.
- Assist with FMLA files and cases.
- Assist with the maintenance of -all personnel files, excluding represented personnel files.
- Primary back-up for preparation and distribution of 1099's and W-2 annual forms.
- Serve as back-up for implementation of employee benefits (retirement, health & life insurance, income continuation insurance, dental, vision, deferred comp, etc.)

ENVIRONMENTAL ADAPTABILITY:

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is occasionally required to work abnormal hours. The noise level in the work environment is usually moderate and employee must have ability to sustain prolonged visual concentration and ability to sit or stand for long periods of time. The Village of Jackson is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with employer.

Job Description Updated on _____

Supervisor's Signature

Date

Employee's Signature

Date