City of Stoughton

Additional Staffing Request Form

General Information

Date:	8/23/2023
Director:	Dan Glynn
City Department:	Parks & Recreation
Requested Position Title:	Parks & Recreation Assistant
Status:	☒ 40 Hours ☐ 30 Hours ☐ 24 Hours ☐ 22.5 Hours ☐ Other _____

Directions:

Before adding a new position to our budget, we need to justify the significant additional expense. Increasing headcount is an important and expensive decision that can only be funded with anticipated increased productivity, expense reduction, and/or additional revenues.

The Employee Cost Summary will be completed by the Director of Human Resources & Risk Management once this form is received.

Justification

Give a specific explanation regarding why the proposed position is critical to the operation of your department: Attach proposed or existing position description and organizational chart.

The staffing request is to move the 30 hour per week Recreation Coordinator positon to full-time. The Parks & Recreation Department continues to run a significant staffing shortage. Comparable communities in the area have twice the staffing.

This additional hours would help lighten the administrative workload. These include tasks such as City Hall front desk, park shelter reservations, general programming questions, activity registrations, special event assistance, managing the community garden, and general inquires. Being a forward-facing department that works with the public, this is a sizable workload in itself.

Impact

If position is not approved, give specific departmental impact as well as impact to City services and other departments:

Staff continued to be overworked which lead to burnout and turnover. The current Recreation Assistant is looking to gain full-time employment with the City. It's a unique situation where he outperforms the position, but is in a position in life where he doesn't need to be in a management position. The City struggled to gain one application from a hireable candidate for nearly a year prior to him applying. If he leaves, it is likely we would not be able to find another hirable candidate due to the current job market. This would leave City Hall without a front-desk person from 8-10 am along with Parks & Recreation Department staff absorbing some of his work, cutting programs, and/or projects. 2024 projects include major undertakings (Racetrack Park master plan implementation, Mandt Park master plan implementation, River Park, and developing five new parks (Tee Naasak Park, Eggleson's Woods Park, Standard Legacy Park, Teigan Farms Park, and the STI Development park).

Alternatives

List alternatives to filling this position: Give specific alternatives, i.e., restructure – attach additional documents, if necessary.
None

Submitted By

Director:		
Click here to enter text.		
Signature:	Click here to enter text.	**Date:**