



MEMO

FINANCE AND PERSONNEL COMMITTEE

To: Finance and Personnel Committee
From: Shanon Swaney, Human Resources Director
Terri Vosters, Community Enrichment & Recreation Director
Date: May 6, 2024
Re: 1000 Islands Assistant Naturalist & Site Manager Positions and other budget impacts

The Assistant Naturalist position has become vacant as of April 30, 2024. Staff met to discuss possible solutions moving forward to best meet the needs of 1000 Islands. With that there are a few personnel and budget changes we want to bring to your attention.

Combining Site Manager and Assistant Naturalist

The current Site Manager has experience with education and the duties of the Assistant Naturalist. He is willing to step into the primary role of the Assistant Naturalist for a temporary period to fill the need for the duties of this role. He will also do some of the Site Manager roles as time allows. Staff will reevaluate this combined role in July when the current Director reaches the end of the interim role.

With this change, we are recommending adding 9 hours to the new Site Manager/Assistant Naturalist role. Currently, the Assistant Naturalist (Grade 8) is 20 hours per week and the Site Manager (Grade 8) is 20 hours per week for 40 hours for both roles. The combined role will maintain 29 hours per week. *Budget Savings: \$2,400*

Addition of Season Help

To continue maintaining the site and programs offered, we will need to supplement the combined role with seasonal help for the summer months. We recommend adding the help of the Streets Department seasonal staff to assist the Site Manager/Assistant Naturalist with site duties. This cost estimate would be approximately \$9,800. *Budget Cost: \$9,800*

Removing Contractual Services

With all the changes happening at the center, we feel it's best to remove the Americorp position that was a \$24,000 budgeted line within the department's contractual services. This will allow staff to evaluate the need and desired outcome of this service for the next year. *Budget Savings: \$24,000*

Adding a Summer Intern

Finally, we also have hired a naturalist intern to assist with the education at 1000 Islands. This position will give extra help to allow programing to continue while giving a student the opportunity to learn while working in the field. *Budget Cost: \$9,800*

The overall budget impact will be \$6,800 savings from what we were expecting.

Staff recommendation is as follows:

- Remove the Americorp position from the budget in 2024
- Temporarily move the Assistant Naturalist position from 20 hours to 29 hours for a period not to exceed 8/31/2024
- Temporarily remove the Site Manager position (20 hours per week)
- Hire an additional street seasonal to assist the Assistant Naturalist with site duties
- Reevaluate 1000 Islands staffing in July of 2024

