



COUNCIL ACTION SUMMARY SHEET

MEETING DATE: October 13, 2025

TOPIC Administrative Assistant Position

BACKGROUND BRIEF:

Pursuant to Council's recent action to extend the operating hours of Village Hall administration to five days per week, Administration is requesting that Council approve the creation of a part-time Administrative Assistant position and wage scale, adopt the job description for the position, and approve a budget amendment to cover the expense of the position. The Administrative Assistant position is designed to be cross-functional to allow the position to successfully perform all of the essential functions within the Administrative offices. It is the intent of the Village Manager to transition all full and part time positions within the office (except the Clerk-Treasurer and Deputy Clerk-Treasurer) to cross-trained Administrative Assistant positions when attrition in current positions occur.

Once the new position is approved, Administration will proceed to advertise, recruit, and fill the position. The current plan is to transition to a five-day Village Hall operating schedule commencing on Monday, December 1, 2025.

Attached is the job description for Council's information and review.

SUMMARY OF PREVIOUS COUNCIL ACTION:

09/22/2025 – Council adopted a five-day schedule with a minimum of 50 window office hours per week, with the flexibility for Administration to determine specific staff schedules. The Village Manager will present proposed scheduling plans to Council at a later date.

FINANCIAL IMPACT:

The expanded office hours will require additional part-time staffing of up to 20 hours per week at a cost of approximately \$30,000 annually based on current wage rates. This cost is prorated for the partial fiscal year so that the position will work up to 600 hours for the remainder of the current fiscal year. Total wages for the position will be up to \$15,588 and payroll taxes will be \$1,193 for a total FY 2025-26 cost of \$16,781.

RECOMMENDED MOTIONS:

#1 – To approve the creation of one (1) part-time Administrative Assistant position for the Village Hall administrative offices working up to 20 hours per week to provide necessary additional staffing support for the expanded Village Hall five-day operating hours.

#2 – To approve the job description for the Administrative Assistant position as presented by the Village Manager.

#3 – To place the Administrative Assistant position in the same job classification as Office Coordinator, Account Clerk, and Utility Billing Clerk with the pay range of \$21.65 per hour minimum to \$25.98 per hour maximum.

#4 – To amend the FY 2025-26 Budget to provide a supplemental appropriation of \$16,781.00 to increase Budget Account No. 101-260-702-000 – General Fund-General Activities-Wages Part-Time – from \$0 to \$16,781.00 for the addition of a new part-time Administrative Assistant position.