

August 28, 2026

TO: President Gustafson & Members of the Village Board of Trustees

FROM: Scot Wrighton, Interim Village Administrator
Anne Hanson, Office Manager/HR Manager

RE: Resolution RE: Administrative Coordinator position

Staff recommends an update to the current Licensing and Permitting Clerk position, previously held by Janel Reidinger, to better align the position with the Village's current staffing needs, the administrative responsibilities currently performed at Village Hall, and anticipated needs for administrative support. Under the proposed structure, the position title will be changed to Administrative Coordinator.

The position will continue to perform its existing licensing and permitting responsibilities; however, the revised job description incorporates additional administrative duties, including responsibilities associated with serving as a Deputy Clerk when the Village Clerk is unavailable.

In recognition of the expanded scope of the position, and compensation levels in the local employment market, staff recommends that the position be converted to a salaried position. The proposed salary of \$62,400 is equivalent to \$30.00 per hour, though the actual compensation could be slightly more in the event a selected candidate significantly exceeds the minimum work experience, background and qualifications for the post.

Overall, the proposed change is intended to bring the position's title, responsibilities, and compensation into better alignment with the Village's current operational needs. While the position may take on additional administrative and Deputy Clerk responsibilities, its existing licensing and permitting functions will remain an important part of the role.