

City of Watertown
Department Proposal for Personnel Addition

DUE: 06/02/2025

Budget Year: **2026** Note: TAB through cells to enter data into blue cells.
Department: Parks, Recreation, and Forestry
Fund / Div / Dept [xx-xx-xx]: 01-55-21

Position Title: Program Supervisor
Supervised by: Recreation Manager
FT or PT: PT
If PT, # of hours/week: 20
of months: 12

Estimate of Add to Budget

The job description of a new position will be reviewed and classified a grade by an outside HR consultant. Utilizing the pay structure that exists in your department, estimate what you believe the assigned g/s will be.

Grade: F
Step: 1

Annual wage:	20,946	Use 2025 pay table rate
Required benefits:	3,048	
Est of ins premiums:	-	2025 premium rates
Compensation estimate:	23,993	
Add'l costs of hire:	-	List:
Savings due to hiring:	-	Explain:
Total of Request:	23,993	

Rationale for Need: Explain why the position is necessary.

We need support assistance for our programs throughout the department. Our four managers are running, prepping, scheduling for programs and most often working those programs. We are adding programs to meet the needs of the community which leaves for many flex hours. An additional PT permanent position to assist with the department's four program managers with set up and prep as well as running programs and events would allow the managers to more efficiently check in on other programs and prep for future seasons. We would like to add a full time position but will start with a PT position or looking at two PT positions to be split between Recreation, Aquatics, Enrichment and Events. This position would also be able to assist with office registrations and park rentals.