

ADMINISTRATION MEMO

DATE: NOVEMBER 27, 2023
TO: HONORABLE MAYOR AND CITY COUNCIL
SUBJECT: ITEMS REQUIRING CITY COUNCIL ACTION OR REVIEW

CASE ITEMS

**3. APPROVAL OF POSITION GUIDELINES AND SALARY GRADE
CENTER FOR ACTIVE LIVING MANAGER**

As discussed at City Council budget planning sessions, Administration recommended terminating the agreement with the Worthington YMCA in managing the Center for Active Living (CAL) and taking operations, management and staffing of the CAL as a City function. The operations budget was included in the preliminary budget approved by Council on September 11, 2023. The total 2024 operations budget is \$147,636 which is slightly more than presented in September based on updated salary and benefits information. This is an increase of approximately \$34,226 over the 2023 budget.

The CAL Manager is classified as a salary grade non-exempt 5 (N-5) which has a 2024 minimum hourly wage of \$24.50. The position guidelines and budget are included as Exhibit 3.

Council action is requested to approve the position guidelines.

CITY OF WORTHINGTON

POSITION GUIDELINES

JOB TITLE: Center for Active Living
Manager

CLASSIFICATION: N-5

DIVISION: Administration

DATE APPROVED: __-__-23

SUMMARY

Promoting healthy lifestyles; organizing programs, activities and events in a fun and friendly environment serving the local active senior population. Operates the facility in compliance with City policies and applicable government regulations.

Responsible for daily operational matters. Works closely with the City Administrator, Finance Director and Human Resources Assistant on budgeting, financial planning, policy, employee matters and securing grants

Work may involve evenings and weekends.

ACCOUNTABILITIES

Reports to: City Administrator

Coordinates With: Finance Director, Public Works Director, Recreation Staff and Community Relations and Communications staff

Supervises: No supervisory responsibility

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Provides exceptional customer service to internal and external customers.
2. Managing the day-to-day operations at the Center for Active Living (CAL)
3. Manage, supervise and implement membership and program registration, bookkeeping, accounts payable/receivables, keep accurate records of CAL business and affairs in accordance with standards to local/state/federal regulations,
4. Manage and supervise potential Staff, Volunteers, and the CAL facility.
5. Responsible for all marketing and promotion of the CAL.
6. Researches and applies for grants that further the mission of the CAL. Provides grant administration in the event of the success award of grants.
7. Schedule facility programming.
8. Develop & Implement programming.
9. Network with like entities and organizations to collaborate programming.
10. Must have a flexible schedule that may include nights & weekends
11. Provides assistance to other departments.
12. Responsible for compliance of the Employee Right-To-Know law.
13. The foregoing statements describe the principal functions of this position but shall not be construed as an exclusive listing of all inherent requirements for the position.

PERIPHERAL DUTIES

Serves on various employee or other committees as assigned.

Attends seminars and workshops related to or relevant to the duties of the position.

EQUIPMENT

Computers, office equipment including copier, calculator and telephone.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, or controls and reach with hands and arms. The employee frequently is required to talk, hear and to sit for long periods of time; though not necessarily a requirement, may be required to walk, stoop, kneel

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crouch and stand.

The employee may be required to lift/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works an 8-hour day in an office setting. The employee may work at times other than normal working hours.

The noise level of the work environment is typically low.

JOB REQUIREMENTS

Minimum Qualifications:

- One year of office administrative, marketing and promotion experience serving active senior population activities, or a combination of comparable work and education.
- Ability to work independently, prioritize tasks and complete work accurately and on a timely basis.

Desired Qualifications:

- Three years' experience promoting health and activities for older adults.

No Certification Required:

Must have and maintain a valid Driver's License.

Center for Active Living Proposed Budget

Personnel Services

Full-Time Employees-Regular	\$	50,954.00	
PERA Contributions	\$	3,822.00	7.50%
FICA/Medicare	\$	3,898.00	7.65%
Health Insurance	\$	30,996.00	
Life Insurance	\$	20.00	
LTD Insurance	\$	315.00	
Worker Comp. Insurance	\$	221.00	

Total Personnel Services \$ **90,226.00**

Supplies

Office Supplies	\$	3,000.00
Cleaning Supplies	\$	1,200.00
Misc. Operating Supplies	\$	3,500.00
Misc. Equip, Furn/Fixtures	\$	4,000.00

Total Supplies \$ **11,700.00**

Other Services and Charges

Telephone	\$	4,200.00
Postage	\$	500.00
Travel, Conference, Schools	\$	500.00
Misc. Advertising	\$	2,500.00
General Liability Insurance	\$	1,700.00
Property Insurance	\$	2,300.00
Electric Utilities	\$	9,000.00
Water Utilitieis	\$	600.00
Gas Utilities	\$	6,200.00
Refuse Disposal	\$	500.00
Sewer Utiltities	\$	350.00
Storm Water Utilities	\$	410.00
Cleaning and Waste Removal	\$	500.00
Misc. Utilities	\$	200.00
Building Repair and Maint.	\$	3,500.00
Snow Removal	\$	1,600.00
Custodial	\$	5,500.00
Misc. Repairs and Maint.	\$	4,000.00
Dues and Subscriptions	\$	300.00
License and Taxes	\$	1,350.00

Total Other Services and Charges \$ **45,710.00**

Total Center for Active Living \$ **147,636.00**