

Date 6 March 2012



City Council Committee Report

To: Mayor & Council

Fr: Lori Nelson, Museum Director

Re: Revised Staffing Model for the Lake of the Woods Museum

Recommendation:

THAT Council of the City of Kenora approve the job description for the Museum Community Coordinator; and further

THAT Council approves the Museum Director to proceed in cooperation with the Human Resources Manager to fill the position of Museum Community Coordinator according to the Lake of the Woods Museum Hiring Policy and that any related costs fall within the Museum operating budget as approved.

Background:

The position of Finance/Temporary Exhibit Coordinator will be vacated at the end of August 2012 through retirement of the current staff member. The financial responsibilities of that position have already been transferred to the City Finance Department as of January 1 which has necessitated a re-evaluation of the current job responsibilities and job description. A copy of the revised job description for Museum Community Coordinator is attached with the major changes being the removal of most of the financial duties and the addition of: marketing, volunteer coordination, and facility rental. The focus of this position will be primarily the coordination of community engagement for the museum.

In the revised position, the workload of all museum staff was taken into consideration as well as the direction that the Museum's 5-year Strategic Plan is leading. This revised job description has been reviewed by the Museum Board and current staff.

This job description will be submitted to the Pay Equity Committee for evaluation and recommendation of placement on the salary grid.

Budget:

Council has approved the museum budget for 2012 which includes consideration of hiring a Museum Community Coordinator in mid-May, so that there is a two-week overlap with the retiring staff member for training purposes. The retiring staff member's last working day with the City is June 2, based on accumulated vacation time.

Communication Plan/Notice By-law Requirements:

Human Resources Manager

Colleen Neil, Community Services Manager

Lake of the Woods Museum Board