

VILLAGE OF GLEN ELLYN
ANNUAL BUDGET - FY 05/06
PERSONNEL SCHEDULE

VILLAGE MANAGER'S OFFICE

<u>Classification</u>	<u>Status</u>	<u>Salary Range*</u>	<u>FY03/04 Budgeted Employees</u>	<u>FY04/05 Budgeted Employees</u>	<u>FY05/06 Budgeted Employees</u>
Village Manager	FT	23	1.0	1.0	1.0
Assistant to Village Manager**	FT	15	0.75	0.75	0.75
Village Collector/Exec. Secretary	FT	12	1.0	1.0	1.0
Administrative Secretary	PT	9	1.0	1.0	1.0
Secretary***	PT	7	0.5	0.5	0.5
Administrative Clerk II	PT	5	1.0	1.0	1.0
Administrative Intern	PT	N/A	<u>0.5</u>	<u>0.5</u>	<u>0.5</u>
TOTAL EMPLOYEES (Full-time Equivalents)			<u>5.75</u>	<u>5.75</u>	<u>5.75</u>
Full-time Number of Positions			3	3	3
Part-time Number of Positions			5	5	5

* Information regarding salary ranges can be found in the "Other Activities / Information" section at the back of this budget document.

** 25% of this position is paid out of the Special Programs Fund / Cable Television budget.

*** The Secretary position is full-time, however works 20 hours per week in the Village Manager's Office and 15 hours per week as Administrative Secretary the Finance Department.