

VILLAGE OF GLEN ELLYN  
 FY11/12 ANNUAL BUDGET  
 PERSONNEL SCHEDULE

**VILLAGE MANAGER'S OFFICE**

<u>Classification</u>	<u>Status</u>	<u>Salary Range*</u>	<u>FY09/10 Budgeted Employees</u>	<u>FY10/11 Budgeted Employees</u>	<u>FY11/12 Budgeted Employees</u>
Village Manager	FT	23	1.00	1.00	1.00
Deputy Village Manager	FT	18	1.00	-	-
Assistant to the Village Manager - ADM	FT	17	-	-	1.00
Assistant to the Village Manager - HR	FT	17	-	-	1.00
Personnel Analyst	FT	16	1.00	1.00	-
Village Collector	FT	12	1.00	-	-
Administrative Analyst	FT	13	1.00	1.00	-
Administrative Services Coordinator <sup>1</sup>	PT	10	-	0.75	0.75
Administrative Secretary (2)	PT	9	1.00	1.00	1.00
Secretary	PT	7	-	-	-
Administrative Clerk II (2)	PT	5	1.00	1.00	1.00
Multimedia Specialist	PT	11	0.75	0.75	0.75
Administrative Intern	PT	1	-	-	0.50
<b>Senior Services</b>					
Senior Services Coordinator (2) <sup>2</sup>	PT	11	<u>0.60</u>	<u>0.60</u>	<u>-</u>
<b>TOTAL EMPLOYEES (Full-time Equivalents)</b>			<b><u>8.35</u></b>	<b><u>7.10</u></b>	<b><u>7.00</u></b>
Full-time Number of Positions			5	3	3
Part-time Number of Positions			7	8	7

<sup>1</sup> The Administrative Services Coordinator position was previously reported in the Village Board & Clerk budget as a part time (.5 FTE) Administrative Clerk II.

<sup>2</sup> Senior Services personnel were previously assigned to the Village Manager's Office but are now a separate division within Administration.

\* Information regarding salary ranges can be found in the appendix.