

| Agenda Item | cover sheet

for consideration by the Apex Town Council

Item Type: CONSENT AGENDA

Meeting Date: March 9, 2021

Item Details

Presenter(s): Mary Beth Manville, Human Resources Director

Department(s): Human Resources

Requested Motion

Motion to approve the addition of one full-time equivalent Recreation Customer Service Specialist, salary grade 15, to staff the Senior Center.

Approval Recommended?

Yes

Item Details

This position was requested for FY 2021; however, the request was pushed out until we had a firmer construction completion and opening date for the Senior Center. This staff member would function as the first point of contact for the Senior Center front desk & responsible for opening the building – Monday-Friday at 7:45 a.m. Responsibilities would include greeting visitors, processing registrations, executing rental agreements, selling memberships, permits and passes, handling financial transactions to include daily balancing of all receipts, overseeing the Facilities Resources calendar for the facility, and providing administrative support to the Recreation Program Supervisor in charge of Senior and Special Population Programs.

Attachments

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