



## Item Cover Page

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**MEETING TYPE:** Board of Alderman

**DATE:** March 17, 2025

**SUBMITTED BY:** Madison Stegall, Town Clerk/HR Director

**ITEM TYPE:** Consideration

**AGENDA SECTION:** Considerations

**SUBJECT:** **Consider Approval of Establishing a Parks & Recreations Facilities Manager Position & Accounting Specialist 2 Position Along with Corresponding Budget Amendment #21**

### **DETAILS:**

Consider approval of establishing a Parks & Recreations Facilities Manager position along with the corresponding Budget Amendment #21. This position will be set in pay grade (16) \$44,723-\$67,085. The Parks & Recreation Department has experienced significant growth in recent years, expanding its recreational offerings and maintaining a variety of facilities that enhance the community's quality of life. With the ongoing maintenance and seasonal staffing requirements of the community pool, the management of our recreational park with diverse amenities, and the planned development of the DC & Frances Linn Park, the need for a dedicated Facilities and Maintenance Manager has become increasingly evident.

Currently, only two full-time employees oversee all aspects of the department's daily operations, including maintenance, repairs, office administration, and program coordination. Additionally, the Parks & Rec Director is responsible for planning, coordinating, and marketing approximately 18 annual community events and luncheons. Given the department's expanding responsibilities, establishing a Facilities and Maintenance Manager position is essential to ensuring efficient operations, safety, and strategic resource management.

The addition of this role will not only enhance the department's ability to manage its growing workload but also improve safety, ensure regulatory compliance, and support future expansion efforts. This position will play a key role in sustaining and advancing the Town's Parks & Recreation services for the benefit of our community.

As the town pool is a primary seasonal focus of this role, staff recommend hiring for this position immediately to allow adequate time for training before the season begins. This will require the approval of Budget Amendment #21 to accommodate the position.