

# Memorandum

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**To:** Mayor and City Council

**From:** Kay Okey, Parks & Recreation Director

**Date:** 5-4-2021

**Re:** Recreation Support Specialist

Council gave prior approval for the Recreation Department to advertise and interview candidates for the Recreation Support Specialist, which is a part time position. This position has been vacant since March 2019. We interviewed four potential candidates.

Although all of the interviewees were well qualified for the position, the Recreation Department would like to forward Ashley Sivoravong name to council for approval.

Ashley Sivoravong, has experience as a store manager, bank teller and as a community center evening building attendant. Ashley has strong customer service experience and organizational skills.

It is with confidence I request permission to extend a formal employment offer to Ashley Sivoravong, to fill the position of Recreation Support Specialist at the starting hourly wage of \$18.93 on the compensation scale with a hire date of Tuesday, June 1<sup>st</sup>, 2021.