



Memorandum

To: Mayor Nelson and Members of the City Council

From: Daniel R. Buchholtz, MMC, Administrator, Clerk/Treasurer

Date: December 23, 2024

Subject: Authorization to Begin Hiring Process for Recreation Program Supervisor

With the promotion of Anne Scanlon to the position of Parks and Recreation Director, the Recreation Program Supervisor position focused on adult and senior programming, has become vacant. This position is vital for maintaining and expanding program tailored to our adult and senior community members, ensuring engagement, wellness and community connection.

Staff is seeking authority to initiate the hiring process for the Recreation Program Supervisor. The job description is included in the packet. 2025 Salary Range for the position is \$34.02 - \$41.82/hour.

If you have any questions, please do not hesitate to contact me at 763-784-6491.