



Memorandum

To: Mayor and City Council
From: Kay Okey, Parks & Recreation Director
Date: 7-18-22
Subject: **Recommend Hiring Approval of Anne Scanlon for Recreation Program Supervisor Position**

Council gave prior approval for us to advertise and interview candidates for the full-time position of Recreation Program Supervisor, which had been recently vacated. Four candidates were invited to participate in the interview process.

Although all of the interviewees were well qualified for the position, the Recreation Department would like to forward Anne Scanlon as our leading selection for the position. This is a conditional offer based upon completion of a background check and passing the mandatory drug test.

Anne Scanlon, has strong background in recreation and senior citizen programming. Anne's broad range of experiences include a Bachelor of Science Degree in Recreation and Leisure Studies, Certified Occupational Therapist, City Recreation Programmer for 10 years and as a Community Manager for a senior housing complex

I recommend this position begin at the starting salary of Step 1, on the compensation scale, \$66,381.11 annually.

It is with confidence I request permission to extend a formal employment offer to Anne Scanlon to fill the position of Recreation Program Supervisor with a hire date of August 9, 2022

Respectfully submitted,

Kay Okey
Director of Parks and Recreation