



Memorandum

To: Mayor Nelson and Members of the City Council

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

Date: March 30, 2021

Subject: Recreation Registration Specialist

With COVID-19 pandemic restrictions receding as the number of individuals in the State is increasing, the Recreation Department is seeking authority to hire a part-time Registration Specialist to provide customer service, registration and clerical support to the Recreation Department staff.

A copy of the job description is included with the memo. The position would be between 20-29 hours per week. The 2021 wage range for the position is 18.93-24.27 per hour. As a part time position, the position would not be benefit eligible.

Staff is seeking authority to begin a search process for the Registration Specialist.

If you have any questions, please don't hesitate to contact Director Okey at 763-792-7201 or me at 763-784-6491.