



Memorandum

To: Mayor Nelson and Members of the City Council

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

Date: March 29, 2021

Subject: Authorize Hiring Process for Recreation Program Supervisor

The City has received a letter of resignation from Recreation Program Supervisor Jessica Abt (see attached), effective April 9, 2020. With this pending resignation, staff is seeking authority from the City Council to begin a hiring process for a Recreation Program Supervisor.

The salary range for the Recreation Coordinator position is \$25.81 - \$33.08/hour (\$53,675.44 - \$68,814.72/year).

The current job description for the Recreation Program Supervisor position is attached for your review.

Staff recommends the City Council authorize staff to begin a hiring process to fill the vacant Recreation Program Supervisor position.

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