

Memorandum

To: Mayor and City Council

From: Kay Okey, Parks & Recreation Director

Date: 6-27-21

Re: Recreation Support Specialist

Council gave prior approval for the Recreation Department to hire for the part time position of Recreation Support Specialist, unfortunately after the offer was made and accepted the candidate changed their mind.

The Recreation Department then expanded its interview list and concluded that Mara Olden has met the qualifications and skills needed for the position.

I request permission to extend a conditional employment offer to Mara Olden 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 Wednesday, July 14, 2021. The conditional offer is based on Ms. Olden passing her background check.