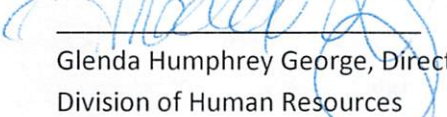




**MEMORANDUM**

**TO:** Linda Gorton, Mayor  
Sally Hamilton, Chief Administrative Officer  
Council Members

**FROM:**   
Glenda Humphrey George, Director  
Division of Human Resources

**DATE:** February 4, 2025

**SUBJECT:** Abolish/Create positions – Division of Parks and Recreation

**Request:**

The attached action is requesting authorization to abolish one (1) classified position of Staff Assistant (Grade 509N), create one (1) classified position of Recreation Specialist Sr., (Grade 516N), abolish two (2) unclassified positions of Educational Program Aide PT (Grade 510N) and create (1) classified position of Recreation Supervisor (Grade 514N) in the Division of Parks and Recreation, effective upon passage of Council.

**Why are you requesting:**

The purpose of the Recreation Specialist Sr., is to provide staff support and services for a variety of recreation activities. This position will create, monitor and supervise the Division's multiple volunteer programs by collecting, maintaining, analyzing and creating reports for all the division's program participation data. The purpose of the Recreation Supervisor is to provide maintenance support for the new natural areas park, Kelly's Landing. This position will also assist with maintenance and programming at Raven Run Nature Sanctuary.

**What is the cost in this budget year and future budget year?**

This has an estimated 12-month future impact cost of \$10,115.52.



Position Title	Annual Salary Before	Annual Salary After	Annual Increase/Decrease
Staff Assistant	\$36,038.08	\$0	(\$36,038.08)
Education Program Aide PT	\$18,418.40	\$0	(\$18,418.40)
Education Program Aide PT	\$18,418.40	\$0	(\$18,418.40)
Various Seasonal	\$12,558.56	\$0	(\$12,558.56)
Recreation Specialist Sr.	\$0	\$50,103.04	\$50,103.04
Recreation Supervisor	\$0	\$45,445.92	\$45,445.92
<b>Total Annual Impact/ Salary and Benefits \$10,115.52</b>			

**File Number: 0155-25**

**Director/Commissioner: Glenda Humphrey George/Sally Hamilton**

If you have questions or need additional information, please contact Alana Morton at (859) 258-3037.

