



REQUEST FOR BOARD ACTION
Consent

MEETING DATE: January 20, 2022
PREPARED BY: Chuck Stifter, Director of Parks and Recreation
AGENDA ITEM: Appointment - Administrative Secretary

PREVIOUS ACTIONS:
None

RECOMMENDED PARK BOARD ACTION:

Motion to approve the appointment of Cara Anderson for the Administrative Secretary position at \$59,579.52 annually (6.5C), effective February 7, 2022 subject to a 12-month probationary period.

COMMENTS:

We had over 80 applications for the Administrative Secretary position. Seven candidates were selected to be interviewed. We are excited to have Cara Anderson join our team. Cara has worked as an event and education planning coordinator for the past twelve years. She has a Bachelor's degree in Recreation and Leisure Services from Winona State University. Cara has a passion for supporting a team with common goals. She has shared her excitement for returning to a career in Parks and Recreation and for serving a community. All required screenings and background checks have been successfully completed.

ATTACHMENTS:

None