



“...meeting community needs...enhancing quality of life.”

**PARKS, RECREATION & FACILITIES
MANAGEMENT**

Dean R. Gazza, Director

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TO: Human Resources Committee

FROM: Dean R. Gazza

DATE: 9/14/2022

RE: Action: Request for over hire of Administrative Services Coordinator in the Parks, Recreation and Facilities Management Department.

In preparation of a retirement by our current Administrative Services Coordinator in early January, I am requesting to proactively fill this vacancy to allow 3-weeks for an over hire to allow for adequate training of essential job responsibilities and to provide time for a transfer of critical data to successfully perform the job.

The position of Administrative Services Coordinator is the sole position that provides extensive budgeting, payroll, accounting, capital improvement project budgeting, internal departmental billings and many more tasks. There is no other positions that can fill this void within the department so having the position filled ahead of the vacancy is essential.

A current vacancy within the Facilities & Construction Management Division will offset the costs of the overhire.

Please contact me at 832-5572 or at dean.gazza@appleton.org with any questions.