Livermore Area Recreation and Park District

Staff Report

TO: Chair Furst and Board of Directors

FROM: Patricia Lord, Acting General Manager

PREPARED BY: Jill Kirk, Department Manager- Youth and Senior Services

DATE: January 9, 2019

SUBJECT: New Job Classification – Community Outreach Supervisor

COMMITTEE: Approval Recommended by the Personnel Commission: December 11, 2018

RECOMMENDATION: That the Board of Directors adopt Resolution No. \_\_\_\_, approving the new job classification and position for Community Outreach Supervisor.

BACKGROUND: Currently, the Youth and Senior Services Department leadership team consists of a Department Manager, a Youth Services Supervisor, and a Recreation Supervisor. The Recreation Supervisor oversees the Senior Services Center and the recruitment, processing and placement of all District volunteers. If approved by the Board, the Community Outreach Supervisor position would replace the Recreation Supervisor position upon her impending retirement. The new job classification will reflect more community outreach efforts, including the role as LARPD staff liaison for the Youth Commission. The Personnel Commission recommended Board approval at its December 11, 2018 meeting.

LARPD’s Senior Services serves adults aged 50 years and older by providing trips, events, classes, and social activities. Senior Services staff also provides information and referrals for assistance with housing, legal, medical, transportation, health screening, and health insurance counseling.

FISCAL IMPACT: The current Recreation Supervisor classification is incorporated in the 2018-2019 budget. There is no fiscal impact with the new job classification.

# ATTACHMENT:

Job Description – Community Outreach Supervisor