



Subject: Approve updated Mammoth Lakes Recreation Position Descriptions: Executive Director, Program Administrator

Meeting Date: September 24, 2024

Written by: Kim Anaclerio, Program Director

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**BACKGROUND:**

In September 2020, Mammoth Lakes Recreation (MLR) separated from their Executive Director and underwent a staffing reorganization. The decision was made to leave the Executive Director (ED) position vacant. The only other MLR staff position filled was that of Program Administrator (PA).

The PA worked with the Board through the reorganization, structure and new direction of MLR. In October 2020, a hybrid position, Program Director, was created to combine the duties of both the PA and ED. This position has been in place since, and filled in its entirety, by current staff, Kim Anaclerio.

Over the last four years MLR has been successful in community engagement, programmatic benefits and become financially stable. Staff believes it is time the two positions be separated, and once again stand alone. By approving the two unique positions, the possibility for MLR to increase staff capacity is left open.

**RECOMMENDATION:**

Staff is recommending the Board approve and accept the presented position descriptions for that of Executive Director and Program Administrator.