



TOWN OF MARBLEHEAD  
**Recreation & Parks Department**



Recreation and Parks Meeting Minutes

4-29-2014

NOTE: The following is a summary of matters submitted at a meeting of the Recreations and Parks Commission in accordance with M.G.L., Chapter 39 and the Open Meeting Laws.

1. Call to order – Chip Osborne 7:00 p.m.
2. Attendance (constituting a quorum) Chip Osborne, Derek Norcross, Jerry Tucker, Linda Rice Collins. Absent: Bob Jackson.
3. Staff hired:

Beach Supervisor Bill James step 2 Monday/Wednesday/Friday/every other weekend

Asst. Beach Supervisor Martha Anderson

Beach Employee Frank James

Derek Norcross Motion

Jerry Tucker second

All in favor

4. RFQ for Reynolds Playground

Bid received from Haley and Ward for all phases of RFQ \$22,860

Motion to award the contract to Haley and Ward for \$22,860 to create a document for the scope of work as outlined in phases 1-6

Jerry Tucker – motion

Derek Norcross – second

All in favor

5. Superintendent Search

The add to be placed in the various forms of advertisement:

The Town of Marblehead, Ma is seeking applications for the Superintendent of Recreations and Parks

The ideal candidate would have the skills and knowledge required which would generally be acquired with a Bachelor's degree in Recreation Administration, Physical Education, Public

**MARBLEHEAD COMMUNITY CENTER**

Administration, Horticulture or a closely related field; and six years of increasingly responsible experience in municipal recreation and park administration, including three years management experience; or any equivalent combination of education and experience. Prior managerial level experience preferred.

The target employment start date would be on or about July 1, 2014

For a detailed packet information about the Town of Marblehead's Recreation and Parks Department, candidates should contact the Department Clerk.

The candidates will be given a document containing salary and benefit information and a document highlighting #1, #4, #6, #9 from the superintendent job description

After reviewing the applications the commissioners will choose candidates to receive an additional form to fill out similar to the example (attached). This document will be modified – Town of Marblehead, etc.

Jerry is researching additional job posting venues and will report back next meeting.

Thus far we have identified:

MA RPA

National RPA

Indeed.com

Simplyhired.com

6. Items for next meeting:

Lime Rickeys

Badminton

SUP

Finalization of Superintendent posting

Usage of Riverhead by outside contractors

7. Next Meeting Thursday May 8, 2014 7 p.m. Community Center

8. Meeting adjourned 8:20p.m.

Attachments: Meeting notice and Agenda; example application.



RECEIVED  
MARBLEHEAD  
TOWN CLERK  
DATE POSTED:

2014 APR 25 AM 9:25  
Town Clerk Use Only

## **MEETING NOTICE & AGENDA**

POSTED IN ACCORDANCE WITH THE PROVISIONS OF MGL 30A §§18-25

### **Recreation & Parks Commission**

Name of Board/Committee

Address of Meeting: 10 Humphrey Street, Marblehead MA. 01945 Room: Conference Room

<u>Tuesday</u>	<u>April</u>	<u>29</u>	<u>2014</u>	<u>7:00 PM</u>
Day of week	Month	Date	Year	Time

**Agenda or Topics to be discussed listed below** (That the chair reasonably anticipates will be discussed)

1. Approval of last meeting minutes
2. Report and seasonal staff recommendations: Recreation Supervisor
3. Topics:
  - a. Superintendent search update
  - b. Correspondence
4. Next meeting: TBD

**THIS AGENDA IS SUBJECT TO CHANGE**

Chairperson Chip Osborne

Posted by: Recreation & Parks Department

Date: April 25, 2014



## TOWN OF AVON

### APPLICATION FOR EMPLOYMENT

60 WEST MAIN STREET AVON, CT 06001

PHONE (860) 409-4303

FAX (860) 409-4366



The Town considers applicants for all positions, without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or all other legally protected status.

**THE TOWN IS AN EQUAL OPPORTUNITY EMPLOYER.**

(Please Type or Print)

Position Applied For:		Date of Application	
Last Name	First Name	Middle Name	
Address	City	State	Zip Code
Telephone Number(s)		E-Mail Address	

\*Only apply for one position per application.

**Note to Applicants:** Do not answer the following question unless you have been informed about the requirements on the job for which you are applying.

Are you capable of performing, with or without reasonable accommodation, the essential functions of the job or occupation for which you have applied? A description of the activities involved in such a job or occupation is attached. ☐ Yes ☐ No

If you are under 18 years of age, can you provide required proof of your eligibility to work? ☐ Yes ☐ No

Have you ever filed an application with the Town before? If yes, give date: ☐ Yes ☐ No

Are you currently employed? ☐ Yes ☐ No

Are you legally authorized to work in this country? ☐ Yes ☐ No

Are you currently on "lay-off" status and subject to recall? ☐ Yes ☐ No

Can you travel if a job requires it? ☐ Yes ☐ No

On what date would you be available for work? \_\_\_\_\_

Are you available to work: \_\_\_\_\_ Full Time \_\_\_\_\_ Part Time \_\_\_\_\_ Temporary