



Little Rock Parks & Recreation Commission Meeting

December 13, 2023

Resources: Human Resources / Finance / Payroll

- Finalize requested licensing requirement
- Complete revenue reconciling
- Accounting for all payroll records
- Compiling records from Reservation systems
- Complete procedural and petty cash audits
- Performance Evaluations

Filled:

- Parks Marketing & Social Media Coordinator – Promotion
- Parks Downtown Landscape Coordinator - Promotion
- Parks Outdoor Recreation Coordinator
- Administrative Assistant (Administration)
- Trails Coordinator (Maintenance) - Promotion
- Supervisor I (Operations) - Promotion
- Therapeutic Specialist
- Therapeutic Recreation Programmer

Re-advertise/Interviewing:

- Part-time Secretary (Administration)
- Parks Maintenance Worker Seniors (Community Garden Liaison & Operations)
- Parks Construction Worker II (Operations)
- Parks Maintenance Workers II (Maintenance)
- Leader
- Assistant Aquatic Specialist
- Recreation Programmer (Stephens)

Improve productivity and efficiency

- Monitoring invoices / spending needs
- Focus on savings / cutting cost

Have a Merry Christmas and a Prosperous New Year.