



TAMALPAIS COMMUNITY SERVICES DISTRICT

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RESOLUTION NO. 2025-11

RESOLUTION OF THE BOARD OF DIRECTORS OF THE TAMALPAIS COMMUNITY SERVICES DISTRICT APPROVING THE EVENTS AND RECREATION COORDINATOR CLASSIFICATION AND REVISION TO THE TCSD FY25-26 SALARY SCHEDULE

WHEREAS, during the prior year, the Parks and Recreation Commission (PARC) has been discussing new special events such as the Speaker Series; and

WHEREAS, since July of 2024, a Speaker Series event has occurred monthly and those events are primarily supported by Commissioners volunteering their time to perform the following duties: securing the speakers, sometimes serving as building attendant, event host, and providing audio/visual support to the speaker; and

WHEREAS, the model of depending solely upon volunteers and overtime staff to support events is unsustainable; and

WHEREAS, based on the organizational need to support an expanded range of special events, the Commission recommended hiring a part-time staff member to support those additional events; and

WHEREAS, the proposed new job description, the Recreation and Events Coordinator classification, is responsible for helping planning, supporting, organizing, executing, and evaluating TCSD's recreation events and to distribute promotional materials for the events; and

WHEREAS, the Recreation and Events Coordinator position has a lower level of responsibility when compared to the current Communication and Events Specialist position; and

WHEREAS, the proposed salary range is aligned with the current position of Facilities Attendant since the coordinator's duties are somewhat like those of the attendant, including potentially serving as a building attendant during events; and

WHEREAS, a budget of \$35,000 for the new position was approved by the Board during the budget adoption meeting in June for FY25-26; and

WHEREAS, the new position requires revisions to the TCSD adopted salary schedule.

THEREFORE, BE IT RESOLVED that the Tamalpais Community Services District authorizes the General Manager to take the following actions:

- 1) Recruit and fill the newly created position of Events and Recreation Coordinator at the part-time level.
- 2) Revise the adopted FY25-26 TCSD salary schedule to align the Events and Recreation Coordinator salary range with the Facilities Attendant salary range.

The foregoing resolution was duly passed and adopted by the Board of Directors of the Tamalpais Community Service District at a duly noticed meeting held in said District on the 13th day of August 2025 by the following vote:

AYES: 4 (S. Bartschat, J. Jacobs, S. Levine, M. McMahon)

NAYS:

ABSENT: 1 (J. Brown)



Steffen Bartschat, President

ATTEST:



Secretary, Tamalpais Community Services District