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NARRAGANSETT TOWN COUNCIL AGENDA ITEM REPORT

DATE: August 17, 2026

FROM: Michelle Kershaw, Parks & Recreation Director

CO-SPONSOR: Patty Roosa, Town Manager Executive Assistant/Human Resources Manager

DEPARTMENT: Parks and Recreation Department

SUBJECT:

A MOTION TO APPROVE the request to fill the position of a clerk in the Parks and Recreation Department and any subsequent vacancies that may arise from the filling of this position.

SUGGESTED ACTION:

The position of clerk for the Parks and Recreation Department has become available due to a retirement. In the event the position is filled by an internal candidate, it is requested to approve the backfilling of that position as well to provide a seamless transition in the filling of the positions. There is no net changes in the number of positions.

FUNDING SOURCE:

Funding for this position is budgeted in the Parks and Recreation full-time wage account #0001830 50101.

ATTACHMENTS:

[Clerk I Job Description.pdf](#)