

New Bern Parks and Recreation

PROCEDURES FOR WORKING WITH CONSULTANTS AND CONTRACT EMPLOYEES

Occasionally, the Parks and Recreation Department uses Consultants and Contract Employees to provide vital assistance in the performance of our daily duties. The following procedures shall be followed.

Consultants

Consultants are typically used, but not limited to when professional assistance is needed for architectural, design, and engineering services, or when a specialist is needed to provide specific information.

1. The Director of Parks and Recreation shall be responsible for following procurement guidelines when hiring consultants to perform work.
2. Ensure that funds are available for the services needed.
3. Draft an RFQ/RFP for the services.
4. Consult with Procurement for contract specifics and advertising of the RFQ/RFP.
5. Determine if the services needed qualify for the Mini Brooks Act.
6. Consult with the City Manager to determine if the proposed services required Board of Aldermen approval.
7. Depending on the services needed, vet the proposals through a rating system and determine which firm will serve in the City's best interest.
8. Negotiate contract and seek appropriate approvals.
9. Proceed with work to be performed.

Contract Employees

Parks and Recreation uses the contract employees on a seasonal basis for the following positions:

- Administrative Support
- Custodial Services
- Park Mowing and Landscaping Crew
- Summer Day Camp Counselors

The department works with Holden Temporary Service for manual labor jobs. The department works with Blue Arbor Staffing for administrative support and summer camp jobs.

1. The Director of Parks and Recreation verifies that funds are available to hire temporary staff.
2. The Director works with Division Superintendents on the number of staff needed.
3. The Division Superintendent works with the staffing agency on the qualifications and needs are for staff.
4. The Division Superintendents interview candidates and inform the temporary service who they would like to use.
5. Division Superintendents are responsible for completing and submitting weekly payroll to the temp services.
6. Contract employees shall serve at the discretion of the Director, and as long as funding is available.



Foster Hughes, CPRE
Director of Parks and Recreation