

City of Calistoga
Recreation/Aquatics Manager
(Exempt)

Definition

This position will serve as the Pool Manager for the opening of the new aquatics facility in the Spring of 2009. Also responsible for planning, directing, managing, and overseeing the activities and operations of the Community Resources Division. Under direction, plans, directs and coordinates recreational, community and leisure services, and the scheduling of community facilities. Supervises, evaluates and participates in the work of personnel responsible for operation of the division; ensures safe work practices and service quality; serves as a technical resource for assigned work personnel; provides highly responsible and complex administrative support and performs other related duties as required.

Supervision Received And Exercised

This position receives administrative direction from the City Manager. Exercises direct and indirect supervision over, supervisory, professional, technical administrative, clerical, and non-regular staff within the Community Resources Division.

Essential Functions:

Duties may include, but are not limited to, the following:

- Responsibility for supervising all activities, operations, and services of the Community Resources Division including planning and supervising comprehensive recreational programs for adult and youth sports, contract classes, and/or other recreation programs involving the recruitment, hiring, and supervision of group instructors, contractors (such as instructors, supplemental sports officials and other service providers) and leaders in the planning of activities and events within the aquatics, recreation, and community services divisions; recommends, administers, and ensures compliance of applicable rules, policies, and procedure.
- Provide for the day-to-day administrative needs of the City Pool, e.g., budgeting, preparation of related financial reports, oversee databases, etc. Perform related programmatic and cost analyses. Also represents the aquatics program on various internal and external committees and work groups.
- Develop and oversee the creation of organized swimming activities, such as swim lessons, water aerobics, Masters swimming programs, etc. Act as liaison to the American Red Cross and competitive swim programs in the area. Coordinate with the School District school water safety clinics and classes.
- Responsible for developing aquatic program policies, procedures and training and safety standards, assessing pool operations, developing budget requirements, and

Recreation/Aquatics Manager Job Description

Page 2

recommending special aquatic programs and events to expand participation and enhance revenue.

- Supervises aquatics staff with the responsibility for determining adequate staffing levels, scheduling and directly supervising seasonal lifeguards and other staff.
- Assures that all hired staff are properly trained and certified in lifesaving, water safety and emergency medical response.
- Develops and conducts on-going lifesaving training programs to maintain an adequate intake of qualified lifeguards. Maintains all required documents and records related to the program activities, in-house training and certification program.
- Exercises supervisory responsibility over a large staff of seasonal lifeguards, assuring that aquatic's program meets specifically assigned operational and financial objectives.
- Create and implement marketing and promotion strategies for sales of family and individual pool passes. Coordinate special events and community outreach at the swimming pool for corporate sponsors and community organizations.
- Manage the development and implementation of Community Resources Division goals, objectives, policies and priorities for each assigned service area.
- Prepares and administers the Community Resources Division budget; approve expenditures and implement budgetary adjustments as appropriate and necessary.
- Monitors contracts for fee based programs; recommends fee schedules for the use of City facilities and programs; works closely with City Administrative Services to establish accounting policies and procedures for collection of fees and accounting for program costs; works closely with vendors and related agencies.
- Prepares grant applications and seeks sponsorships, gifts and donations.
- Identifies needed recreation facility improvements; works with design professionals and the public to plan recreation facility improvement and development; assists or coordinates park construction through Public Works with contractors, and designers.
- Develop and implement recreation publicity and marketing strategies and programs, including press releases, brochures, pamphlets, flyers, web sites and printed schedules.
- Assists in the planning and staging of community events, and special programs.
- Develop, implement and evaluate programming aimed at providing at-risk youth with safe and healthy activities.

- Establish, within City policy, appropriate service and staffing levels; monitor, and evaluate the efficiency and effectiveness of service delivery methods and procedures; and allocate resources accordingly.
- Responsible for the selection, training, and evaluation of Community Services personnel; monitors work activities to ensure safe work practices, work quality, and accuracy.
- Works closely with and provides staff support to the City Manager, City Council, other City departments, the Community Resources Commission, appointed bodies, outside agencies, public and private organizations, and citizen groups in developing programs and implementing projects to address issues related to the Community Resources Division.
- Prepares and recommends long-range plans for City recreation facility services and programs; develops specific proposals for the most effective utilization of current resources; negotiates and administers contracts.

Employment Standards:

Knowledge of:

- Operations, services, and activities of comprehensive aquatic, recreation, and community services programs.
- Thorough knowledge of water safety, advanced lifeguard/lifesaving techniques and principles and the ability to perform, teach and evaluate these techniques. Thorough knowledge of aquatic facility safety principles and practices and working knowledge of pool operations (i.e., water filtration and treatment). Working knowledge of related business administration theories, practices, procedures and techniques pertinent to recreational services and concession activities. Working knowledge of facility maintenance parameters.
- Principles and practices of program development and administration.
- Principles and practices of municipal budget preparation and administration.
- Principles of supervision, training, and performance evaluation.
- Pertinent Federal, State, and local laws, codes; and regulations.

Ability to:

- Plan, organize, direct, and coordinate the work of assigned staff.
- Select, supervise, train, and evaluate staff.
- Delegate authority and responsibility.
- Identify and respond to community and City Council issues, concerns, and needs.
- Develop and administer departmental goals, objectives, and procedures.
- Prepare clear and concise administrative and financial reports.
- Prepare and administer large and complex budgets.

- Analyze problems and identify alternative solutions; project consequences of proposed actions; and implement recommendations in support of goals.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Interpret and apply Federal, State, and local policies, laws, and regulations.
- Communicate clearly, and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Ability to work independently in meeting program objectives, and to exercise sound judgment. Ability to maintain effective working relationships with the general public, user groups, vendors, contractors and staff.

Experience And Training Guidelines -- *Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a Recreation/Aquatics Manager. A typical way of obtaining the required qualifications is to possess the equivalent of five years of increasingly responsible supervisory experience in the delivery of recreation, pool management or leisure time services, and a bachelor's degree with major course work in recreation, public administration or related field.

License/Certificate:

Possession of, or the ability to obtain, a valid class C California driver's license;

Requirements:

- Possess a current and valid American Red Cross Lifeguard Training Certification.
- Possess a current and valid Water Safety Instructor Certification.
- Possess an AED Certification.
- Possess a current and valid Adult, Infant CPR Certification.
- A certified Pool Operator's License must be obtained within sixty (60) days.

Minimum Physical And Mental Abilities

Data Utilization: Requires the ability to perform upper-level data analysis, including the ability to hypothesize, theorize and assimilate, to modify or adapt existing policies/methods to meet unusual conditions within the context of existing theories and management principles.

Human Interaction: Ability to manage and direct a group of workers, including the ability to provide counseling and mediation. Ability to persuade, convince and train others. Ability

to advise and interpret regarding the application of policies, procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to utilize equipment, machinery, tools and supplies used for used in performing essential functions, such as computer, fax machine, calculator, copier, telephone, and clerical and computer supplies.

Verbal Aptitude: Requires the ability to utilize a variety of advisory data and information such as time sheets, permits, staff reports, memos, evaluations, codes, plans and specifications, legislation, general plan, California Environmental Quality Act, Subdivision Map Act, employee handbook, maps and trade journals.

Mathematical Aptitude: Requires the ability to perform moderately complex algebraic and geometric operations; ability to utilize principles of basic probability and statistical inference.

Functional Reasoning: Requires the ability to apply principles of influence systems such as supervision, managing, leading, teaching, directing, planning, coordinating and controlling. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory, judgmental and/or subjective criteria, as opposed to criteria that are clearly measurable or verifiable.

Physical Ability: Tasks involve physical effort in the delivery of recreational and pool management services in addition to sedentary to light work, which may involve some lifting, carrying, pushing and pulling of objects weighing ten to fifty pounds. Tasks may involve extended periods of time in the sun and out of doors as well as in an office, at a keyboard or workstation environments.

Sensory Requirements: Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes, and textures associated with job-related objects, materials and tasks.

Environmental Factors: Ability to work under safe and comfortable conditions where exposure to environmental factors such as repetitive computer keyboard use, sun exposure, exposure to typical pool chemicals and conditions, variations or extremes in temperature, odors, toxic agents, violence, noise, vibrations, wetness, machinery, disease and/or dust is minimal and poses a very limited risk of injury.

The City of Calistoga is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Calistoga will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.