CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE: **Aquatics Manager** **UNION:231**
SG:6
DEPARTMENT: **Parks and Recreation** **CS:N**
FLSA:N
EEO4CODE:PR

JOB SUMMARY:

Professional recreation position responsible for creating community recreational aquatics opportunities. Under the general direction of the Recreation Manager, establishes goals and objectives, and plans, develops, implements, and evaluates aquatics recreational opportunities and facilities. Responsible for the financial, material and personnel resources needed to accomplish a specialized service function. Additional duties include budget preparation and monitoring, hiring and supervision of assigned staff. Directs preparation of publicity for programs. Networks with a variety of public agencies and community organizations for program needs.

SUPERVISORY RELATIONSHIP:

Reports to Recreation Manager. Work is performed under general guidance and direction according to City and Department policies and procedures as well as state and federal rules, regulations, and guidelines. Provides direct supervision to staff including Recreation Coordinators, Recreation Instructors, Aquatics Center Cashiers, regular non- benefitted staff, volunteers, and lower level staff as assigned.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Manages and supervises the Aquatics program area in the Recreation Division; plans, implements, and supervises a wide variety of year-round Aquatics recreational opportunities for people of all ages and abilities.

2. Effectively hires, trains, supervises, evaluates and manages performance of assigned staff in the program area. Takes corrective action with staff, as appropriate. Reviews and approves employee timesheets and oversees scheduling of staff. Establishes systems and methods for training, motivating, and supervising the work team and a system of communication and cooperation among staff.

3. Conceptualizes, develops, coordinates, and monitors activities and events for all ages and abilities. Oversees scheduling of program activities. Evaluates program activities and overall program area, identifying strengths and opportunities for improvement. Compiles reports and related paperwork.

4. Serves as manager of Aquatic activities, staff and programs, providing technical expertise, instructor training, and direction. Supervises and manages activities in program registration, facility rentals, point of sales, revenue reconciliation, accounts receivable and payable and public information.

5. Coordinates and facilitates information flow with other public agencies and community organizations. Oversees preparation of program publicity.

6. Prepares annual budget for manager's review. Implements and monitors approved budget. Submits reports to manager and outside advisory boards.

7. Develops program goals and objectives; organizes and delegates day-to-day operations and special projects. Develops policies and procedures for program areas or division.

8. Responsible for oversight and scheduling of program facilities. Contacts appropriate party regarding needed maintenance of facilities. Oversees ordering and inventory maintenance of supplies and equipment.

ADDITIONAL WORK PERFORMED:

1. Acts as resource to management and employees regarding assigned program area. Keeps current in new developments in the field through professional memberships, attending conferences and networking with professionals.

2. May serve as a technical resource for capital improvements and remodels of Aquatic facilities.

3. May perform physical activities in programs and events, to include moving, lifting, pushing, carrying equipment or supplies.

4. Performs other related work of a similar nature or level.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Knowledge of:
- Working knowledge of the field of municipal Aquatics recreation that is inclusive of programs for all ages and abilities.
- Working knowledge of relevant government and/or community recreational institutions, organizations, procedures, and processes. Familiarity with area communities and environments.
- Fiscal and records management and ability to develop, prepare and implement program budgets.
- Working knowledge of aquatic related operation systems.
- Working knowledge of Department operations and procedures, federal, state, and local pertinent regulations.

Skill in:
- Strong management skills including leadership and supervisory skills, problem analysis and decision-making, planning and organizing, management control, adaptability/flexibility and time management.
- Strong oral communication and interpersonal skills for working with a diverse population including other employees, public officials, program participants, and the general public.
- Strong written communication skills for developing reports, correspondence, policies, procedures and organizational communications.
- Strong computer skills including word processing software.

Ability to:

- Demonstrate strong work ethic and strong customer service orientation. Conduct self at all times in accordance with the ethical standards required of public officials and employees.
- Avoid conflicts of interest in use of City resources and personnel.
- Maintain appearance of fairness in dealings with staff and citizens.
- Deliver public presentations of technical material in an understandable manner to citizens, school groups, officials, or board members.
- Maintain consistent and punctual attendance.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Physical ability to perform essential functions of the job, including:
  - Ability to tread water for 2 minutes using legs only with arms crossed on chest;
  - Ability to swim 300 yards with 100 yards crawlstroke, 100 yards breaststroke, and 100 yards either stroke;
  - Ability to swim 25 yards and recover 10 lb. brick from 6 feet depth and swim 25 yards holding brick with both hands at surface and exit pool in under 1 minute and 40 seconds;
  - Ability to recover a 10 lb. brick from 12 feet;
  - Hearing and speaking to exchange information, dexterity of hands and fingers to operate pool maintenance equipment, visual ability to read and analyze chemical tests, ability to sit or stand for extended periods of time, ability to kneel, crouch, or bend at the waist to conduct tests, lift patrons or materials of 50 lbs;
  - Visual acuity to read a computer screen and a typeset page;
  - Fine finger dexterity to operate a computer keyboard and mouse;
  - Communicate verbally, in person and over the phone.

WORKING ENVIRONMENT:

Work is performed year-round at the indoor Aquatics Center. Much of the work is performed in an office setting with access to standard low-risk office equipment.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Bachelor's degree in recreation or related field.
- Minimum of two (2) years of experience coordinating aquatics program(s) required; four (4) years preferred.
- Minimum of two (2) years of supervisory or lead worker experience required.
- Experience working with individuals with special needs preferred.
- An equivalent combination of education and experience sufficient to provide the applicant with the knowledge, skills and ability to successfully perform the essential functions of the job will be considered.

NECESSARY SPECIAL REQUIREMENTS:

- Valid Washington State driver's license by time of hire and good driving record. A three-year driving abstract must be submitted prior to hire.
- Employment contingent upon passing a criminal convictions check, child and adult abuse records check and local background check.
- Must pass a pre-employment drug screening.

- Current Lifeguarding Instructor and Instructor Trainer and Water Safety Instructor and Instructor Trainer certifications required.
- Current Lifeguarding, First Aid, CPR for the Professional Rescuer, Automated External Defibrillation, Administering Emergency Oxygen, and Bloodborne Pathogens Training certifications required.
- Current Pool Operator's certification required.

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