

# **CITY OF MILL VALLEY AQUATICS SUPERVISOR**

## **DEFINITION**

Under direction, supervise and manage the daily operation of the aquatics/fitness facility which includes the development and supervision of a comprehensive aquatics and fitness program. Perform related work as required.

## **SUPERVISION EXERCISED AND RECEIVED**

Receives direction from the Director of Parks and Recreation and Community Center Manager.

Provides direction to contract employees, customer service, aquatics, kids watch, facility and maintenance personnel.

## **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

- Plans, organizes, develops, supervises and leads the aquatics/fitness component of the Recreation Department. This includes the implementation of a broadly diversified program of aquatics and fitness activities and special events.
- Develops, implements and administers policies, procedures, manuals, schedules, etc. for aquatic and fitness activities and staff.
- Evaluates community needs, proposes activities to meet those needs and carry out approved programs.
- Ensures that assigned facilities are in compliance with government, health, safety and occupational standards.
- Prepares and administers aquatics/fitness budget and manages revenue production.
- Willingness to work flexible schedule with some evening, weekend and holiday shifts.
- Prepares proposals and reports and delivers presentations to the Parks and Recreation Commission, local organizations and public agencies.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

Working knowledge of pool maintenance equipment and pool chemistry.

The ability to organize, schedule, monitor and train part-time, contractual and volunteer staff.

Knowledge of personal computing spreadsheets and word processing.

Willingness to work a flexible schedule with some evening, weekend and holiday shifts.

## **OTHER JOB RELATED DUTIES**

Work independently with minimum supervision.

Work effectively and professionally with co-workers, public officials and general public.

Perform related duties and responsibilities as required.

## **EXPERIENCE AND TRAINING GUIDELINES**

Any combination of experience and training that would likely provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**EXPERIENCE:** Two years of increasingly responsible professional experience working with aquatic programs or aquatic facilities, of which one year of experience must have been in a supervisory capacity.

**EDUCATION:** Bachelor's degree in Recreation Administration, or a closely related field, from an accredited college or university.

**SPECIAL REQUIREMENTS:** CPR, First Aid, and Water Safety Instructor certification; possession of, or ability to obtain, an appropriate California motor vehicle operator's license.

**HIGHLY DESIRABLE CERTIFICATIONS INCLUDE:** Water Safety Instructor Trainer, Lifeguard Instructor, First Aid and CPR instructor, Certified Pool Operator or Aquatic Facility Operator.

### **WORKING CONDITIONS**

Work is performed in both indoor and outdoor settings. A flexible work schedule is required, including working evenings and weekends. Vision is required to review written proposals, publicity and documents. Work requires operation of a computer keyboard to utilize the reservation system and desktop publishing software. Work requires frequent bending, lifting, carrying and transporting recreation equipment from indoor storage facilities to outdoor and indoor activity locations.

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