

CITY OF CALISTOGA

RECREATION & AQUATICS MANAGER

DEFINITION

To plan, direct, manage and oversee the activities and operations of the Community Resources Division including aquatics, recreation, and community services; to provide highly responsible and complex administrative support. Under direction, plans, directs and coordinates the activities and operations of the City's Community Resources Division, including recreational 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 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 AND MARGINAL FUNCTIONS:

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.

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- 47 • Responsible for developing aquatic program policies, procedures and training and
48 safety standards, assessing pool operations, developing budget requirements, and
49 recommending special aquatic programs and events to expand participation and
50 enhance revenue.
51
- 52 • Supervises aquatics staff with the responsibility for determining adequate staffing
53 levels, scheduling and directly supervising seasonal lifeguards and other staff.
54
- 55 • Assures that all hired staff are properly trained and certified in lifesaving, water safety
56 and emergency medical response.
57
- 58 • Develops and conducts on-going lifesaving training programs to maintain an
59 adequate intake of qualified lifeguards. Maintains all required documents and
60 records related to the program activities, in-house training and certification program.
61
- 62 • Exercises supervisory responsibility over a large staff of seasonal lifeguards,
63 assuring that aquatic's program meets specifically assigned operational and financial
64 objectives.
65
- 66 • Create and implement marketing and promotion strategies for sales of family and
67 individual pool passes. Coordinate special events and community outreach at the
68 swimming pool for corporate sponsors and community organizations.
69
- 70 • Manage the development and implementation of Community Resources Division
71 goals, objectives, policies and priorities for each assigned service area.
72
- 73 • Prepares and administers the Community Resources Division budget; approve
74 expenditures and implement budgetary adjustments as appropriate and necessary.
75
- 76 • Monitors contracts for fee based programs; recommends fee schedules for the use of
77 City facilities and programs; works closely with City Administrative Services to
78 establish accounting policies and procedures for collection of fees and accounting for
79 program costs; works closely with vendors and related agencies.
80
- 81 • Prepares grant applications and seeks sponsorships, gifts and donations.
82
- 83 • Identifies needed recreation facility improvements; works with design professionals
84 and the public to plan recreation facility improvement and development; assists or
85 coordinates park construction through Public Works with contractors, and designers.
86
- 87 • Develop and implement recreation publicity and marketing strategies and programs,
88 including press releases, brochures, pamphlets, flyers, web sites and printed
89 schedules.
90
- 91 • Assists in the planning and staging of community events, and special programs.
92

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- 93 • Develop, implement and evaluate programming aimed at providing at-risk youth with
94 safe and healthy activities.
95
- 96 • Establish, within City policy, appropriate service and staffing levels; monitor, and
97 evaluate the efficiency and effectiveness of service delivery methods and
98 procedures; and allocate resources accordingly.
99
- 100 • Responsible for the selection, training, and evaluation of Community Services
101 personnel; monitors work activities to ensure safe work practices, work quality, and
102 accuracy.
103
- 104 • Works closely with and provides staff support to the City Manager, City Council, other
105 City departments, the Community Resources Commission, appointed bodies, outside
106 agencies, public and private organizations, and citizen groups in developing
107 programs and implementing projects to address issues related to the Community
108 Resources Division.
109
- 110 • Prepares and recommends long-range plans for City recreation facility services and
111 programs; develops specific proposals for the most effective utilization of current
112 resources; negotiates and administers contracts.
113
114

EMPLOYMENT STANDARDS:

Knowledge of:

- 118 • Operations, services, and activities of comprehensive aquatic, recreation, and
119 community services programs.
- 120 • Thorough knowledge of water safety, advanced lifeguard/lifesaving techniques and
121 principles and the ability to perform, teach and evaluate these techniques. Thorough
122 knowledge of aquatic facility safety principles and practices and working knowledge
123 of pool operations (i.e., water filtration and treatment). Working knowledge of related
124 business administration theories, practices, procedures and techniques pertinent to
125 recreational services and concession activities. Working knowledge of facility
126 maintenance parameters.
- 127 • Principles and practices of program development and administration.
- 128 • Principles and practices of municipal budget preparation and administration.
- 129 • Principles of supervision, training, and performance evaluation.
- 130 • Pertinent Federal, State, and local laws, codes; and regulations.
131

Ability to:

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

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

150

151 **EXPERIENCE AND TRAINING GUIDELINES** – *Any combination of experience and*
152 *training that would likely provide the required knowledge and abilities is qualifying. A*
153 *typical way to obtain the knowledge and abilities would be:*

154

155 **Education and/or Experience:**

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

162

163 **License/Certificate:**

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

165

166 **Requirements:**

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

172

173 **MINIMUM PHYSICAL AND MENTAL ABILITIES**

174

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

179

180 **Human Interaction:** Ability to manage and direct a group of workers, including the ability
181 to provide counseling and mediation. Ability to persuade, convince and train others. Ability
182 to advise and interpret regarding the application of policies, procedures and standards to
183 specific situations.

184

RECREATION & AQUATICS MANAGER

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

189
190 **Verbal Aptitude:** Requires the ability to utilize a variety of advisory data and information
191 such as time sheets, permits, staff reports, memos, evaluations, codes, plans and
192 specifications, legislation, general plan, California Environmental Quality Act, Subdivision
193 Map Act, employee handbook, maps and trade journals.

194
195 **Mathematical Aptitude:** Requires the ability to perform moderately complex algebraic
196 and geometric operations; ability to utilize principles of basic probability and statistical
197 inference.

198
199 **Functional Reasoning:** Requires the ability to apply principles of influence systems such
200 as supervision, managing, leading, teaching, directing, planning, coordinating and
201 controlling. Ability to exercise independent judgment to apply facts and principles for
202 developing approaches and techniques to problem resolution.

203
204 **Situational Reasoning:** Requires the ability to exercise the judgment, decisiveness and
205 creativity required in situations involving the evaluation of information against sensory,
206 judgmental and/or subjective criteria, as opposed to criteria that are clearly measurable or
207 verifiable.

208
209 **Physical Ability:** Tasks involve physical effort in the delivery of recreational and pool
210 management services in addition to sedentary to light work, which may involve some
211 lifting, carrying, pushing and pulling of objects weighing ten to fifty pounds. Tasks may
212 involve extended periods of time in the sun and out of doors as well as in an office, at a
213 keyboard or workstation environments.

214
215 **Sensory Requirements:** Requires the ability to recognize and identify similarities or
216 differences between characteristics of colors, shapes, and textures associated with job-
217 related objects, materials and tasks.

218
219 **Environmental Factors:** Ability to work under safe and comfortable conditions where
220 exposure to environmental factors such as repetitive computer keyboard use, sun
221 exposure, exposure to typical pool chemicals and conditions, variations or extremes in
222 temperature, odors, toxic agents, violence, noise, vibrations, wetness, machinery,
223 disease and/or dust is minimal and poses a very limited risk of injury.

224
225 *The City of Calistoga is an Equal Opportunity Employer. In compliance with the*
226 *Americans with Disabilities Act, Calistoga will provide reasonable accommodations to*
227 *qualified individuals with disabilities and encourages both prospective and current*
228 *employees to discuss potential accommodations with the employer.*

229

Exhibit B

CITY OF CALISTOGA

COMMUNITY SERVICES DIRECTOR

DEFINITION

To plan, direct, manage and oversee the activities and operations of the Community Services Department including aquatics, recreation, transit, and community services; to provide highly responsible and complex administrative support to the City Manager; and to serve as a member of the City's Management Team. Under administrative direction, plans, directs and coordinates the activities and operations of the City's Community Services Department, including recreational and leisure services and the scheduling of community facilities; supervises, evaluates and participates in the work of personnel responsible for operation of the department; ensures safe work practices and service quality; serves as a technical resource for assigned work personnel performs other related duties as required.

SUPERVISION RECEIVED AND EXERCISED

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

ESSENTIAL AND MARGINAL FUNCTIONS:

Essential Functions:

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

- Assume full management responsibility for supervising all activities, operations, and services of the Community Services Department 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.
- Manage the development and implementation of Community Services Department goals, objectives, policies and priorities for each assigned service area.
- Prepares and administers the Community Services Department budget; approve the forecast of funds needed for staffing, equipment, materials, and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.

COMMUNITY SERVICES DIRECTOR

- Maintains appropriate management worksheets for income and expense monitoring and related 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.
- Assists in the preparation of federal and state grants as well as seeking sponsorships, gifts and donations; gathers and interprets statistical and fiscal data and submits in report form.
- Works with the Director of Public Works to identify 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, designers, and the Public Works Department.
- Supervises and participates in the design, preparation and distribution of recreation publicity, including press releases, brochures, pamphlets, flyers, web sites and printed schedules; represents the City and department to the news media.
- Assists in the planning and staging of community events, festivals and special programs; issues and administers special event permits.
- Develop, implement and evaluate Community Services programming aimed at providing at-risk youth with safe and healthy activities.
- Collaborate with public and private social services providers to enhance service deliver appropriate to the Calistoga resident population.
- 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.
- Plans, organizes, coordinates, directs and reviews, through subordinate level staff, the Community Services Department's work plan for assigned projects and programmatic areas of responsibility including: all City Community Services facilities and parks and their scheduling use and upkeep; seniors programs, organized sports, City promotional programs; organizing and encouraging the formation of clubs, teams, leagues and special events; and respond to inquiries or requests for service from interested community groups and citizens.
- Direct and oversee the interpretation, amendment, and enforcement of codes and ordinances.
- Provides oversight of contract transit services and input to contractor regarding service needs and opportunities.

COMMUNITY SERVICES DIRECTOR

- Assumes responsibility and coordinates the selection, training, motivation, and evaluation of Community Services personnel; monitors work activities to ensure safe work practices, work quality, and accuracy; work with employees to correct deficiencies; review and evaluate work methods and procedures; meet with staff to identify and resolve problems; implement discipline and termination procedures when appropriate.
- Works closely with and provides staff support to the City Manager, City Council, other City departments, the Community Resources Commission, appointed bodies, outside agencies, a large variety of public and private organizations, and citizen groups in developing programs and implementing projects to address issues related to the Community Services Department.
- 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 departmental contracts; coordinates Community Services Department activities with those of other departments and outside agencies and organizations.
- Serves as liaison to Calistoga Unified School District, Napa County Fairgrounds, other government agencies, Chamber of Commerce, and community groups/committees; prepares and presents oral and written staff reports; other necessary correspondence, and makes public presentations.
- Responds to and resolves citizen inquiries, complaints, and problems.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of community services.

EMPLOYMENT STANDARDS:

Knowledge of:

- Operations, services, and activities of comprehensive aquatic, recreation, and community services programs.
- Principles and practices of aquatics and recreation services.
- 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.
- Lead and direct the operations, services, and activities of a comprehensive community services program.
- Identify and respond to community and City Council issues, concerns, and needs.

COMMUNITY SERVICES DIRECTOR

- 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.

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 Director of Community Services. 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 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;

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.

COMMUNITY SERVICES DIRECTOR

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 the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five to ten pounds. Tasks may involve extended periods of time at a keyboard or workstation.

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, 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.

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