

**CITY OF ST. JOHNS**  
**PARKS & RECREATION**

**CLASS TITLE:** Pool Manager

**DEPARTMENT:** Parks & Recreation

**LOCATION:** Swimming Pool

**RANGE:** \$ 14,560 – 19,042 (Seasonal)

<u>Entry</u>	<u>6 months</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>
\$ 14,560	\$ 14,924	\$ 15,673	\$ 16,453	\$ 17,274	\$ 18,138	\$ 19,042
\$ 14.00	\$ 14.35	\$ 14.71	\$ 15.44	\$ 16.22	\$ 17.05	\$ 17.88

**GENERAL PURPOSE:**

Performs a variety of complex professional and administrative work in planning, developing, scheduling, directing and implementing a seasonal swimming program.

**SUPERVISION RECEIVED:**

Works under the broad policy guidance and direction of the Parks & Recreation Director.

**SUPERVISION EXERCISED:**

Exercises administrative direction over support staff, part-time, contracted or seasonal personnel.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Manages and supervises assigned operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.

Provides leadership and direction in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.

Provides professional advice to support staff, makes presentations to staff, boards, commissions, civic groups and the general public.

Communicates official plans, policies and procedures to staff and the general public.

Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities and time.

Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.

Prepares a variety of studies, reports and related information for decision-making purposes.

Appoints and removes all department heads, officers and employees of the City, except members of the City Council and the City Magistrate.

Sees that all laws and ordinances are faithfully performed.

Prepares and submits a preliminary annual City budget; administers the adopted budget of the City.

Advises the City Council of financial conditions and current and future City needs.

Attends all meetings of the Council at which attendance may be required by the Council.

Responsible for Community Development tasks including, but not limited to floodplain management, enforcing the Zoning Ordinance, working with the Planning & Zoning Commission, issuing Conditional Use Permits, writing and administering grants, and implementing the General Plan.

**PERIPHERAL DUTIES:**

Recommends for adoption by the Council such measures, as manager may deem necessary or expedient.

Prepares and submits to the Council such reports as may be required by that body or as manager may deem it advisable to submit.

**DESIRED MINIMUM QUALIFICATIONS:**

***Education and Experience:***

A. Graduation from an accredited college or university with a Master's degree in public administration, political science, business management or a closely related field, a five (5) years of experience as a municipal administrator.

***Necessary Knowledge, Skills and Abilities:***

A. Considerable knowledge of modern policies and practices of public administration; working knowledge of municipal finance, human resources, public works, public safety, and community development.

B. Skill in preparing and administering municipal budgets; skill in planning, directing and administering municipal programs; skill in operating the listed tools and equipment.

C. Ability to prepare and analyze comprehensive reports; ability to carry out assigned projects to their completion; ability to communicate effectively, verbally and in writing; ability to establish and maintain effective working relationships with employees, city officials and the public; ability to efficiently and effectively administer a municipal government.

**SPECIAL REQUIREMENTS:**

Must be bondable.

**TOOLS AND EQUIPMENT USED:**

Requires frequent use of personal computer, including word processing and spreadsheet programs; calculator, telephone, typewriter, copy machine and fax machine.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderately quiet.

**SELECTION GUIDELINES:**

Formal application, rating of education and experience; oral interview and reference check. Job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approved by Council 08/12/2010