

## City of Oregon City

## Position Description

Position: Aquatics/ Recreation Supervisor	Management Non-Represented
Department/Site: Parks & Recreation - Pool	FLSA: Exempt
Evaluated by: Assistant Parks/Recreation Director	Salary Grade: 139

### **Summary**

Supervises the full operations of the City's year-round indoor aquatics facility, as well as provides leadership and supervision of recreation programs, classes and special events. The work involves determining program content; organizing and scheduling activities and staff; establishing effective relations with citizen groups and community organizations; recommending policies; and assisting in budget preparation. This position oversees the completion of records and reports, is responsible for large numbers of program participants and solves complex programmatic concerns.

### **Distinguishing Career Features**

The Aquatics/ Recreation Supervisor is a supervisory management position, responsible for the efficient and effective delivery of aquatic and recreational services to the Oregon City area population.

### **Essential Duties and Responsibilities**

- Prepares reports, program budgets, demographic and program statistics; supervises and accounts for funds received in specific account or program areas.
- Develops, implements and monitors programs for the department, including budgets, financial and grant proposals, and short and long-range goals.
- Researches community demographics and program need through surveys and information resources of other agencies. Develops, proposes, and implements programs to meet needs.
- Plans and administers a variety recreational, health and fitness programs designated to meet the needs of a diversified community. Establishes programs and hours of operation that maximizes senior citizen involvement within established funding constraints.
- Exercises direction and supervision over full, part time, seasonal, and contract employees and volunteers. Prepares schedules and work assignments for facility and recreation staff.
- Promotes the aquatics and recreation programs and activities to a diverse set of organizations agencies, and individuals. Develops promotional material, including brochures, flyers, web pages, and related communications. Prepares press releases and makes public presentations to expand exposure to the facility and program.
- Coordinates general maintenance of the swimming pool and related facilities.
- Administers budgets for aquatics and recreation programs, including approval of

expenditures and processing of obligations.

- Performs other duties as assigned that support the overall objective of the position.

## **Qualifications**

### **▪ Knowledge and Skills**

The position requires specialized knowledge of aquatics, recreation, and laws and regulations governing aquatics and recreation programs. Requires a working knowledge of the various funding sources for aquatics and recreation programs. Requires knowledge of the principles of supervision, training and performance evaluation. Requires knowledge of the principles of cash handling, bookkeeping and clerical methods required to meet the needs of an aquatics/ recreation program. Requires knowledge of the techniques used for effective external communications, public and customer relations, fund raising, and promotions. Requires knowledge of budget development and administration practices used in the public sector. Requires well-developed human relation skills to deliver presentations to groups, promote the aquatics/ recreation program, facilitate teamwork processes, train, and review performance. Requires well-developed language skills to prepare professional communications and reports. Requires knowledge of and skill at using a personal computer to access and use common office productivity software.

### **▪ Abilities**

Requires the ability to carry out the essential accountability of the position. Requires the ability to design, develop and implement recreation programs, services and special events that cater to needs and interests of a diverse population. Requires the ability to identify and pursue sources of funding. Requires the ability to select, supervise, train, organize, and review the work of lower level staff. Requires the ability to apply pertinent laws, regulations and city policies and procedures governing aquatics and recreational activities, personnel, and funding. Requires the ability to prepare professional reports, communications, and correspondence suitable for external distribution. Requires the ability to work cooperatively with community organizations. Requires the ability to work as contributing member of a team, work productively and cooperatively with other teams and external customers, and convey a positive image of the City.

### **▪ Physical Abilities**

Incumbent must be able to function indoors in an office and/or outdoor park environment engaged in work primarily of a sedentary to moderately active nature. Requires hearing and speech ability for ordinary conversation and to project voice to a small group. Requires sufficient manual and/or finger dexterity to type/keyboard and otherwise operate microcomputers and other office equipment. Requires ambulatory ability to sit, walk, to move about office and city environs, and to lift and carry materials of up to 50 pounds on a regular basis.

### **▪ Education and Experience**

The position typically requires a Bachelor's degree in recreation, physical education, leisure studies, communications or a related field and four years of progressive experience in aquatics or recreation that includes one year of leadership.

### **▪ Licenses and Certificates**

Requires a valid driver's license. Must possess or obtain within six months from date of appointment: American Red Cross Lifeguard Training, American Red Cross Lifeguard

Training Instructor and Aquatic Facility Operator or Certified Pool Operator certificates.

- **Working Conditions**

Work is performed indoors and outdoors where moderate safety considerations exist, including contact with swimming pool and cleaning chemicals.

*This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.*