

CLASSIFICATION SPECIFICATION
VILLAGE OF LOUDONVILLE
 An Equal Opportunity Employer

TITLE: Pool Park Complex Assistant Manager
CODE:

JOB RESPONSIBILITIES: Under general direction of Pool Park Complex Manager, plans, directs and coordinates activities of Village swimming pool; supervises employees; performs routine maintenance and orders supplies and equipment; performs related administrative duties. In charge of Pool Park Complex in absence of Pool Park Complex Manager.
 Perform other related duties as required.

REQUIREMENTS:

QUALIFICATIONS: Any combination of training and work experience in addition to job requirements which indicates possession of skills, knowledge, and abilities listed below. An example of an acceptable qualification for this position is:
 Possession of a Pool Operator certification from the National Swimming Pool Foundation or American Red Cross, and possession of valid CPR, first aid and advanced life saving certificates.

% of time	ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification.)	KNOWLEDGE, SKILLS, AND ABILITIES: necessary to perform duties (* indicates developed after employment.)
25	(1) Working with Pool Park Complex Manager, plans, directs and coordinates swimming pool personnel and activities; develops and recommends policies, procedures and regulations; recruits, interviews and selects pool staff; conducts staff training and orientation; appoints Pool PIC (Person In Charge) in Pool Park Complex Assistant Manager's emergency absence; supervises lifeguarding and instructional programs; assists in preparation of annual budget request; performs those additional tasks assigned by Pool Park Complex Manager; acts in the capacity of Pool Park Complex Manager in Manager's absence. Is present at all times during operational hours in the absence of the Pool Park Complex Manager, except in the event of an emergency.	(1) Knowledge of (a) department goals and objectives, (b) pool operations and management techniques and procedures, (c) employee training and development, (d) interviewing and selection techniques, (e) budgeting, (f) first aid, CPR and advanced life saving; ability to (g) deal with problems involving several variables in familiar context, (h) calculate fractions, decimals and percentages, (i) prepare meaningful, concise and accurate reports, (j) gather, collate and classify information, (k) establish effective work atmosphere as manager of department, (l) communicate effectively in verbal and written form.
30	(2) Working with Pool Park Complex Manager, supervises pool employees; schedules, assigns and reviews work, evaluates performance; recommends discipline with copy to Village Administrator, utilizing prescribed forms in the Village of Loudonville Personnel Handbook; ensures that all policies, rules and regulations are enforced by the staff; assists employees with difficult or complex situations; determines most qualified instructor and assigns teaching of lifeguard refresher course.	(2) Knowledge of (a), (c), (f), (m) supervisory techniques and methods; ability to (g), (i), (j), (k), (l).

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25	(3) Working with Pool Park Complex Manager, prepares pool and concession stand for opening; orders pool supplies, pool chemicals and food for concession stand; ensures proper care and maintenance of all pool equipment; maintains daily water balance; ensures safety and cleanliness of all pool areas; prepares for and closes pool for winter; ensures safety and security of filter room and office daily.	(3) Knowledge of (a), (b), (n) pool maintenance procedures, (o) routine building maintenance; ability to (g), (p) demonstrate physical agility.
20	(4) Performs related administrative duties; schedules advance membership sales and lesson dates; maintains record of all money collected and takes deposit, all receipts and invoices to Village Office; prepares year-ending inventory; responds to inquiries and complaints from general public; supports Village Swim Team; ensures the safety of participants and employees at all times; follows the Village of Loudonville Policy and Procedure Manual. Performs any other tasks designated or requested by the Pool Park Complex Manager or Village Administrator.	(4) Knowledge of (a), (b), (e); ability to (g), (h), (i), (j), (l), (q) tactfully respond to inquiries and complaints from general public.