

CLASSIFICATION SPECIFICATION
VILLAGE OF LOUDONVILLE
 An Equal Opportunity Employer

TITLE: Pool Park Complex Manager
CODE:

JOB RESPONSIBILITIES: Under general direction of Village Administrator, plans, directs and coordinates activities of Village swimming pool; supervises employees; performs routine maintenance and orders supplies and equipment; performs related administrative duties.
 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) 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 manager's or assistant manager's emergency absence or direction; supervises lifeguarding and instructional programs; prepares annual budget request. Prepares individual concession and program budgets for annual budget request; develops promotional plan; recognizes potential resources to develop maximum community awareness; presents a positive image to potential members, program participants and the community at large; applies various advertising techniques to implement promotional plan. Is present at all times during operational hours in the absence of the Pool Park Complex Assistant 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) 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; approves leave requests; receives and adjusts grievances with copy to Village Administrator; 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; ensures that all	(2) Knowledge of (a), (b), (c), (f), (m) supervisory techniques and methods; ability to (g), (i), (j), (k), (l).

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25	<p>employees have the necessary qualifications and certifications in accordance with State law to ensure public and employee health and safety. Provides copy of all certifications to be filed in Village Office.</p> <p>(3) Prepares pool and concession stand for opening; orders pool supplies, 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; notifies the Village Administrator when filling the pool or when using large amounts of water; develops pool related revenue-producing activities; works effectively with the Council Parks and Building Committee and regularly attends meetings; provides front gate staff with registration information for all pool programs; evaluates and monitors staff and programs at least twice each summer; takes appropriate disciplinary action with pool employees when warranted after notification of Village Administrator.</p>	<p>(3) Knowledge of (a), (b), (n) pool maintenance procedures, (o) routine building maintenance; ability to (g), (i), (j), (k), (l), (p) demonstrate physical agility.</p>
20	<p>(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 Village Administrator. Schedules with Village Administrator and Pool Park Complex Assistant Manager any time away from work.</p>	<p>(4) Knowledge of (a), (b), (e); ability to (g), (h), (i), (j), (k), (l), (q) tactfully respond to inquiries and complaints from general public.</p>