



City of Lindsay
EMPLOYMENT OPPORTUNITY
WELLNESS/AQUATIC/RECREATION SUPERVISOR
OPEN RECRUITMENT

Class Title: ADMINISTRATIVE SUPERVISOR
Department: RECREATION
Location: 860 N SEQUOIA
Date: 11/13/2017

Compensation: \$4055-5434 MO.
Step Range: 1-7
Status: EXEMPT

Please submit applications on the City of Lindsay Website at www.lindsay.ca.us
by 5:00pm, Friday, December 15, 2017.

GENERAL PURPOSE

Performs a variety of supervisory, administrative and technical duties in the management of Wellness/Aquatic/Recreation programs by planning, organizing and implementing the operations and activities of said programs for the City of Lindsay within budgeted financial resources. The Supervisor oversees the day-to-day operations of Wellness/Aquatic/Recreation facilities and programs in addition to coordinating all aspects of youth recreation programs and adult leagues.

SUPERVISION RECEIVED:

Works as a Supervisor under the oversight of the City Manager and in cooperation/collaboration with City Department Heads.

SUPERVISION EXERCISED

Exercises supervision over all employees of Wellness/Aquatic/Recreation programs. May supervise other staff as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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.

Supervises all operations of assigned facilities and programs; develops short and long-range plans; develops and works within the assigned annual fiscal budget, reports profits and losses and makes recommendations to the City Manager for future programs and coordinates activities with other departments and agencies as needed.

Seeks to provide assigned facilities, especially the Wellness Center, with long-term tenants through outreach, creative marketing and personal contact.

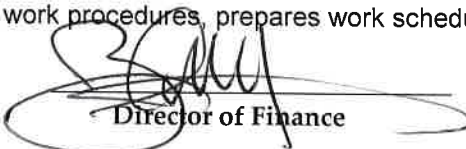
Oversees recreation and management of related activities at designated Lindsay Unified School District (LUSD) sites, in conformance with memoranda of understanding and joint use agreements.

Promotes recreation programs, encouraging public participation in the management, operation and organization of leagues, coaches and teams.

Prepares and provides technical and professional documents, including grant applications and an annual budget; makes presentations to supervisors, city council, boards, commissions, civic groups and the general public as needed.

Is responsible for providing training and safety education, including ADA training, to all assigned personnel.

Determines work procedures, prepares work schedules, and expedites workflow.


Director of Finance


City Manager

Maintains harmony among workers and resolves grievances.



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Directs or assists subordinates in performing duties, corrects errors and addresses complaints.

Conducts analysis, prepares studies, reports and related information for decision-making purposes in areas of responsibility.

Prepares and writes grant application components relating to assigned facilities and programs.

Responds to local citizens and/or promoters inquiring about events to be held at Wellness/Aquatic/Recreation facilities.

Coordinates, supervises, and manages all events related to Wellness/Aquatic/Recreation programs. Develops fee schedules and ensures that event hosts are in compliance with all Wellness/Aquatic/Recreation policies and procedures, including the payment of required deposits.

PERIPHERAL DUTIES

Serves as a member of various staff committees as assigned. Or other duties as prescribed by the City Manager in order to maintain the Wellness and Recreation Department as deemed fit given the employees' qualifications and abilities.

Attends professional development workshops and conferences to keep abreast of trends and developments in the field of health, sports, recreation and after school programs.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Possess a Bachelor's Degree in Sports Management or an equivalent mixture of education and experience related to managing wellness and recreation programs, facilities and their related budgets.
- (B) Knowledge of/experience in the management of community wellness, recreation, large community events, and service programs, including membership drives.
- (C) Knowledge of effective techniques of supervision, leadership, training and conflict resolution.

Necessary Knowledge, Skills and Abilities:

- (A) Thorough knowledge of budgeting, computer literacy skills, including spreadsheets and word processing documents.
- (B) Ability to effectively promote assigned facilities, sufficient to generate optimal revenues in support of self-sufficiency.
- (C) Ability to establish effective working relationships.
- (D) Ability to effectively communicate in oral and written form.
- (E) Ability to develop comprehensive plans, budgets, safety briefs, etc.
- (F) Ability to establish and maintain effective working relationships with City employees and officials, school district officials, outside agencies and the general public.
- (G) Ability to manage assigned facilities, including developing maintenance schedules with supporting budget line items where planned/routine maintenance is required.

SPECIAL REQUIREMENTS:

Valid CA State Driver's License.

TOOLS AND EQUIPMENT USED

Computer/laptop, including word processing; miscellaneous computer software, motor vehicle; calculator; phone; copy and fax machine.

PHYSICAL DEMANDS



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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.

Work shall be performed both indoors and outdoors. This includes within office settings, in close proximity to the Aquatic Center pool and at various sports fields and parks throughout the City. Additional requirements may include some travel, working in varying climates and temperatures, attending frequent meetings during evening hours, and working an irregular schedule.

While performing the duties of this job, the employee is occasionally required to stand or sit; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; talk or hear.

The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, 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.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, or airborne particles.

The noise level in the work environment is usually quiet in the office, however, the noise level can be high during events in and out of the facility.

SELECTION GUIDELINES

A formal application and resume must be submitted on the City's website, rating of education and experience; oral interview and reference check; job related tests may be required, live scan pass background, medical and credit check.

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.

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SALARY & BENEFITS

Employee Benefits:

10 Vacation Days, 12 Holidays, 10 Sick Leave days, Medical, Dental and Vision Plans, Life Insurance, Cal Pers Retirement, Deferred Comp, Employee Credit Union, Aflac and Cafeteria Plan. Admin Leave.

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