



CITY OF SEATTLE

Aquatics Manager (Mgr 2, Parks&Rec)

SALARY: \$40.39 - \$60.60 Hourly
LOCATION: Westbridge Bldg, 4209 W. Marginal Way SW, Seattle, Washington
JOB TYPE: Civil Service Exempt, Regular, Full-time
SHIFT: Day
DEPARTMENT: Seattle Parks and Recreation
BARGAINING UNIT: Not represented
CLOSING DATE 05/09/17 04:00 PM Pacific Time

POSITION DESCRIPTION:

Seattle Parks & Recreation is looking for an Aquatics Manager that is a visionary leader who can develop relationships with staff, community agencies, and community leaders. A strong candidate for this position must possess superior leadership skills, demonstrate sound judgment, initiative, program development and independent thinking and be a great communicator. This position will have both internal and external facing responsibilities.

Main Functions:

Reporting to the Recreation Director, the Aquatics Manager is responsible for planning, organizing, directing, and supervising the 14 year round direct reports and 2 seasonal direct reports for operation of pools and small craft centers. The Aquatics Manager is also responsible for 72 year-round, staff members, up to an additional 400 summer lifeguards and temporary staff, and an annual budget of approximately \$10 million. This position has oversight of 8 indoor pools, 2 outdoor pools, 25 wading pools, 11 spray parks, 2 Rowing and Sailing Centers, 7 boat ramps and 9 lifeguarded summer beaches.

The Aquatics Manager is responsible for planning, organizing, supervising, and evaluating aquatics programming in order to provide diverse recreational and instructional opportunities for individuals of all ages.

JOB RESPONSIBILITIES:

Managing daily operations at all aquatics facilities, and ensure that all safety, health, and maintenance protocols are consistently enforced.

Manages and supervises subordinate supervisor with total direct and indirect supervision of approximately 500 employees. Recruiting, hiring, training, leading and evaluating a staff of aquatics coordinators, lifeguards and others that operate year round aquatic facilities with expansion to add additional seasonal programs. Managing a staff of approximately 200 people year round and an additional 300+ people in the summertime. Monitors performance, evaluates and manages performance expectations.

Manages expense budget of about \$10M with delegated authority to exercise substantial discretion in allocating financial resources, including budget adjustments, dealing with multiple funding sources and complying with funding source requirements. Manages all revenue streams, including collection, accounting, and routing of funds for recreation programs, facility rentals, contractual relationships, and merchandise sales; maintains accountability for all reports, reconciliations, and expenditures.

Plans, develops, creates, implements and evaluates significant programs to achieve broad objectives; defines measurements; Utilizes and applies "best practices" and national standards in risk management decision making.

Develops and implements strategy for targeted outreach in attracting and developing a diverse team; along with strategy for City's Race & Social Justice initiative in terms of workforce

Develops policy options and recommendations on highly visible or sensitive issues integral to the Seattle Parks and Recreation priority programs, develops recommended solutions to significant policy issues; develops recommendation plans; provides authoritative recommendations of long term impact to elected officials and executive decision makers.

Understands programmatic needs of swimming and boating activities. Ensures all aspects of aquatics operations are in compliance with all Washington State Health Department regulations, policies and industry best-practices; ensures all pools have adequate equipment and supplies, and that all procurement is compliant with and City policies.

Serves as a key contributor involving aquatic facilities, and capital projects. Proactive identification of routine maintenance needs and capital improvement requirements. Works as part of a team to develop preventative maintenance closure plans.

Has a knowledge of pool chemistry and mechanical systems; has technical knowledge of the needs of swimming beaches, boat ramps, small craft centers, and other aquatic program areas. Manages and promotes external relationships/partnerships with Seattle Public Schools, Seattle – King County Health Department, Seattle Police Harbor Patrol Unit, American Red Cross, Children's Hospital and others.

Represents the organization at external meetings and committees throughout the city, as needed; and performing related duties as required.

QUALIFICATIONS:

Minimum Requirements:

- A Bachelor's Degree* from an accredited college or university in Recreation, Business Administration, Public Administration, Leisure Services or related field.
- Five years** of full-time recreation work with final responsibility for planning, coordinating, and implementing a variety of aquatics programs. At least three (3) years of this experience must have been supervisory and have included responsibility for budget preparation/development.

*Two additional years of full-time recreation work with final responsibility for planning, coordinating, and implementing a variety of aquatics programs may be substituted for the Bachelor's Degree.

**A Master's Degree from an accredited college or university may be substituted for 1 year of non-supervisory experience/non-budget experience.

A valid driver's license which must be presented at the time of application. Applicants must have a good driving record. A Washington State Driver's license will be required within one month of employment.

Current American Red Cross First Aid and CPR will be required within one month of employment.

Knowledge, Skills and Abilities:

- Demonstrated knowledge of principles, methods, techniques and practices of contemporary, urban, public recreation programming and administration
- Knowledge and demonstrated experience in motivation techniques and delegation skills
- Knowledge of facility maintenance operations and planning
- Ability to communicate both verbally and in writing in a variety of settings (e.g. public meetings, Commission meetings, with the media, staff reports, major studies, etc.)
- Ability to manage and direct a professional staff by ensuring the quality and efficiency of work, the understanding of their responsibilities and the resolution of their questions
- Ability to effectively communicate with the public, answer questions, and resolve problems
- Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology
- Ability to work in an urban environment with people from a broad range of cultural backgrounds; experience with diversity including economic, ethnic, age, and gender.
- Competent with computer skills including MS Word, Excel, Outlook, PowerPoint; operational knowledge of recreation registration software.
- Able to effectively manage multiple projects and assignments under time constraints and changing priorities
- Able to demonstrate excellent internal and external customer service through verbal, written and electronic communications
- Ability to research, develop and obtain grant funding and to complete a process of tracking and reporting of results and outcomes.
- Proficient spoken and written English

Desired Qualifications

- Specialized training in areas of aquatic management or operation including Better Beaches, Certified Pool Operator, NRPA Aquatic Facility Technical Training, Risk Management Schools, Budget and Finance
- Washington State Boater Safety certification.
- Red Cross certifications related to water recreation and water safety.

<http://www.seattle.gov/jobs>
AQUATICS MANAGER (MGR 2, PARKS&REC)
SP

APPLICATIONS MAY BE FILED ONLINE AT:
Job #2017-00558

If you are unable to apply on-line you may submit a paper application by the closing date to our office.

OUR OFFICE IS LOCATED AT:
Seattle Municipal Tower
700 5th Avenue, Suite 5500
Seattle, WA 98104
206-684-8088
Careers@seattle.gov



Who May Apply: This position is open to all candidates that meet the minimum qualifications. The Seattle Human Resources Department values diverse perspectives and life experiences. Applicants will be considered regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, or gender identity. The Department encourages people of all backgrounds to apply, including people of color, immigrants, refugees, women, LGBTQ, people with disabilities, veterans, and those with diverse life experiences.

Accommodations for people with disabilities are provided on request.

The City is a Drug Free Workplace.