

CITY OF CORAL SPRINGS Classification Description

CLASSIFICATION TITLE: Director of Aquatics
FUNCTIONAL AREA: Aquatics Department

WORK OBJECTIVE:

Under general direction, the purpose of the position is to perform all responsible administrative and supervisory work for a comprehensive citywide aquatic and wellness/fitness facilities. Primary duties include planning, promoting, and directing the development and implementation of various aquatic and fitness events/programs and the maintenance of pools and fitness facilities; planning for expansions and renovations of recreational facilities and acts as project manager for all aquatic construction projects; developing and administering budgets; monitoring revenue collections and preparing related reports; and monitoring program activities and implementing corrective measures. Position supervises seasonal and permanent staff. Employee works with independence and limited supervision and reports to the City Manager.

ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive with policy, monitoring events while in progress and resolving problems; reviewing recommendations for personnel actions; and enforcing policies.

- Administers all aquatic operations and provides direction of the maintenance of ten pools at three separate sites and related facilities; performs frequent inspections to monitor program activities and maintenance and repair requirements. Supervises, trains, evaluates, disciplines assigned staff.
- Negotiate and administer all contractual instructor agreements & perform annual performance evaluations & negotiate goals & objectives.
- Participates in the development and administration of annual requirements.
- Participates in the development and administration of annual operating budget by recommending new/expanded recreation programs and other goals for staff, projecting and justifying operational needs, monitoring financial records and authorizing expenditures.
- Plans, develops, organizes and promotes city-wide aquatic programs to include leisure swim, team sports, swim lessons for youth, adults, senior citizens, disabled persons, and wellness related programs.
- Monitors reports for collection of revenue received from entry fees and dues; investigates significant fluctuations in amounts generated. Must achieve performance measures for cost recovery as negotiated with City Manager. Responsible for generating over \$1,500,000 in revenues annually.
- Participates in planning for expansion and/or renovation of recreation facilities. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position. Serves as contract administrator for all CIP projects.
- Supervises the work of subordinate personnel by establishing program goals, reviewing program plans for feasibility and compliance with policy, monitoring events while in progress and resolving problems; reviewing recommendations for personnel actions; and enforcing policies. Staff consists of approximately 60 FT & PT staff during summer season.
- Solicits and oversees meets and competitions on a local, national and international level resulting in significant economic impact on local businesses.

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- Member of Sport Commission, responsible for securing event competitions, training camps, etc. Increasing economic input for the city. Largest corporate sponsor in the city for all hotels in securing rooms annually.
- Administer 40 new lease agreements with Broward County School Board.
- Oversees a comprehensive full service fitness and training center (7500 sq.ft.) and all related duties associated with membership recruitment & retention.
- Operation of a full service swim shop and other retail operations. Generating in excess of \$200,000 annually. Sales include over-the-counter and website sales.

MINIMUM QUALIFICATIONS:

Education / Certifications / Experience –

Bachelor's Degree in Recreation Physical Education or related field; supplemented by five (5) to seven (7) years responsible experience in development and/or implementation of various recreation/aquatics programs in addition to the maintenance of pools and related facilities, one (1) year of which must have been in a supervisory capacity; or an equivalent combination of education, training, and experience. Supplemented by experience in wellness/fitness management and construction management. Must possess and maintain Florida Class D Drivers License and have an acceptable driving record.

Knowledge, Skills, & Abilities –

Ability to understand, follow, coordinate and direct written and oral instructions.

Considerable knowledge of programming requirements for various aquatic recreation events.

Thorough knowledge of emergency action planning and specific aquatic safety procedures.

Thorough knowledge of pool maintenance and care.

Thorough knowledge of fitness center/wellness management.

Thorough understanding of retail management and marketing of swim apparel business.

Thorough knowledge of construction techniques and standards used to build aquatic facilities.

Ability to swim and perform lifesaving/rescue techniques.

Ability to instruct applied aquatic skills and knowledge to various groups.

Ability to develop and administer annual operating budgets.

Ability to read, update and maintain various records and files.

Ability to access, operate and maintain various software applications.

Ability to clearly communicate information both verbally and in writing.

Ability to operate basic office equipment, e.g., computer terminals, printers, copy machines, telephone systems, facsimile machines.

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Ability to establish and maintain effective working relationships with departmental personnel, management and the general public.

Ability to effectively supervise a staff comprised of entry and journey level professionals engaged in carrying out departmental functions.

Ability to establish effective emergency preparedness plans to safeguard facilities and aquatic operations.

PHYSICAL REQUIREMENTS:

Tasks involve the intermittent performance of physically demanding work, typically involving some combination of reaching or bending, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

ENVIRONMENTAL REQUIREMENTS:

Some work is performed in usual office conditions with rare exposure to disagreeable environmental factors, e.g., dust, cleaning chemicals/fumes, mild temperature variations. Some work is performed in outdoor environments. Due to the nature and location of the work environment, tasks include potential for intermittent exposure to disagreeable elements, e.g., heat, humidity, inclement weather.

The City of Coral Springs is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Coral Springs provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.