



CITY OF ROUND ROCK
invites applications for the position of:
Aquatics Supervisor

An Equal Opportunity Employer

SALARY:

Hourly
\$21.99 - \$27.49

OPENING DATE: 12/01/15

CLOSING DATE: 12/31/15 11:59 PM

SUMMARY OF POSITION:

The purpose of the position is to supervise aquatic programs and assists with special events for a wide variety of age groups while managing multiple aquatic facilities and staff operations. Work involves planning, developing, implementing, promoting and evaluating aquatic and American Red Cross programs and special events.

EXAMPLES OF DUTIES:

Plans, develops, promotes and evaluates aquatic programs; completes evaluations and surveys and maintaining records; assists in the planning of citywide special events; maintains the website for Aquatic and American Red Cross programs and supervises, hires, and trains staff; maintains inventory of program supplies and equipment.

Directs multiple aquatic facilities and staff operations by scheduling facilities and coordinating aquatics activities in conjunction with existing PARD programs; maintains appropriate records and prepares requested reports; hires, trains and supervises seasonal aquatics staff; maintains inventory of aquatic facility supplies and equipment; and identifies and recommends with pool maintenance.

Prepares and recommends program budget requests, cost estimates and justifications for needed equipment; maintains appropriate records and prepares requested reports; approves aquatic staff schedules, collects time cards and prepares aquatic payroll; maintains open communication with the aquatics manager; and prepares purchasing and checking requests.

EXPERIENCE AND TRAINING:

Bachelor's degree from an accredited four-year college or university in Parks Administration, Recreation Administration, or a related field.

At least one (1) year of experience working with aquatic facilities and programs or a similar field.

The City of Round Rock operates under the legal doctrine of "employment-at-will" and is an equal opportunity employer. The City values diversity and strives to attract a responsible, qualified and diverse workforce that represents the community that we serve.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.roundrocktexas.gov>

Job #201500142
AQUATICS SUPERVISOR
MH

OUR OFFICE IS LOCATED AT:

231 E. Main Street
Suite 100
Round Rock, TX 78664
512-218-5490
mhermosillo@roundrocktexas.gov

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Aquatics Supervisor Supplemental Questionnaire

- * 1. Do you possess bachelor's degree from an accredited college or university in public administration, parks administration, recreation administration, or a related field?
 - ☐ Yes
 - ☐ No
 - ☐ I possess a Master's degree or higher in public administration, parks administration, recreation administration, or a related field.
- * 2. How many years of experience do you have working with aquatic recreational programs or related field?
 - ☐ None
 - ☐ Less than 1 year
 - ☐ 1 to 2 years
 - ☐ 3 to 4 years
 - ☐ More than 5 years
- * 3. Please describe your experience as it relates to this position.
- * 4. Please check any/all certifications you currently possess:
 - ☐ CPO - Certified Pool Operator
 - ☐ AFO - Aquatic Facility Operator
 - ☐ LGIT - Life Guard Instructor Trainer
 - ☐ LGI - Life Guard Instructor
 - ☐ None
 - ☐ Other
- * 5. If you selected other, please describe:
- * Required Question