

RECREATION & PARKS FY 01-02 ADOPTED ORGANIZATION CHART

Current

Personnel Changes
Add Short Order Cook (1.25)
Add Urban Forester (1)

**RECREATION & PARKS
DIRECTOR (1)**

Staff Assistant II (1)
Account Clerk II (1)

Recreation Manager (1)

Golf Course Manager (1)

Nature Operations
Manager (1)

Parks Manager (1)

Staff Assistant I (1)

Golf Course Business
Clerk (1)
Golf Course Attendant (3.5)
Golf Cart Mechanic (0.75)
Short Order Cook (1.25)

Staff Assistant (1)
Nature Programs Coord. (2)
Labor Crew Leader I (1)
Maintenance Worker I (2)
Habitat Naturalist (2)
Nature Assistant (2)
Recreation Leader (1)

Cemetery/Office Coord. (1)
Staff Assistant II (1)
Staff Assistant I (1)
MEO I (1)

Aquatics
Aquatics Supv. (1)
Maintenance Mech. II (1)
Aquatic Ldr. (0.75)

Athletics
Athletics Supv. (1)
Recreation Ldr. (2)
Recreation Aide II (2)
Recreation Aide I (1)
Maintenance Wkr. I (1)

Centers/Playground
Recreation Supv. (1)
Recreation Aide II (6)
Recreation Aide I (3.5)
Maintenance Wkr. I (3.5)

Arborist (1)
Urban Forester (1)
Irrigation Mech. (1)
Tree Surgeon III (1)
Tree Surgeon II (2)
Tree Surgeon I (2)
MEO II (1)
Maintenance Wkr. I (2)
Horticulturist (1)

General Constr. & Maint.
Crew Supv. (2)
Labor Crew Leader I (3)
MEO I (10)
Maintenance Wkr. I (14)

Total Employees - 94.25

Change made during FY 1999 and FY 2000
>Change approved through CCRP

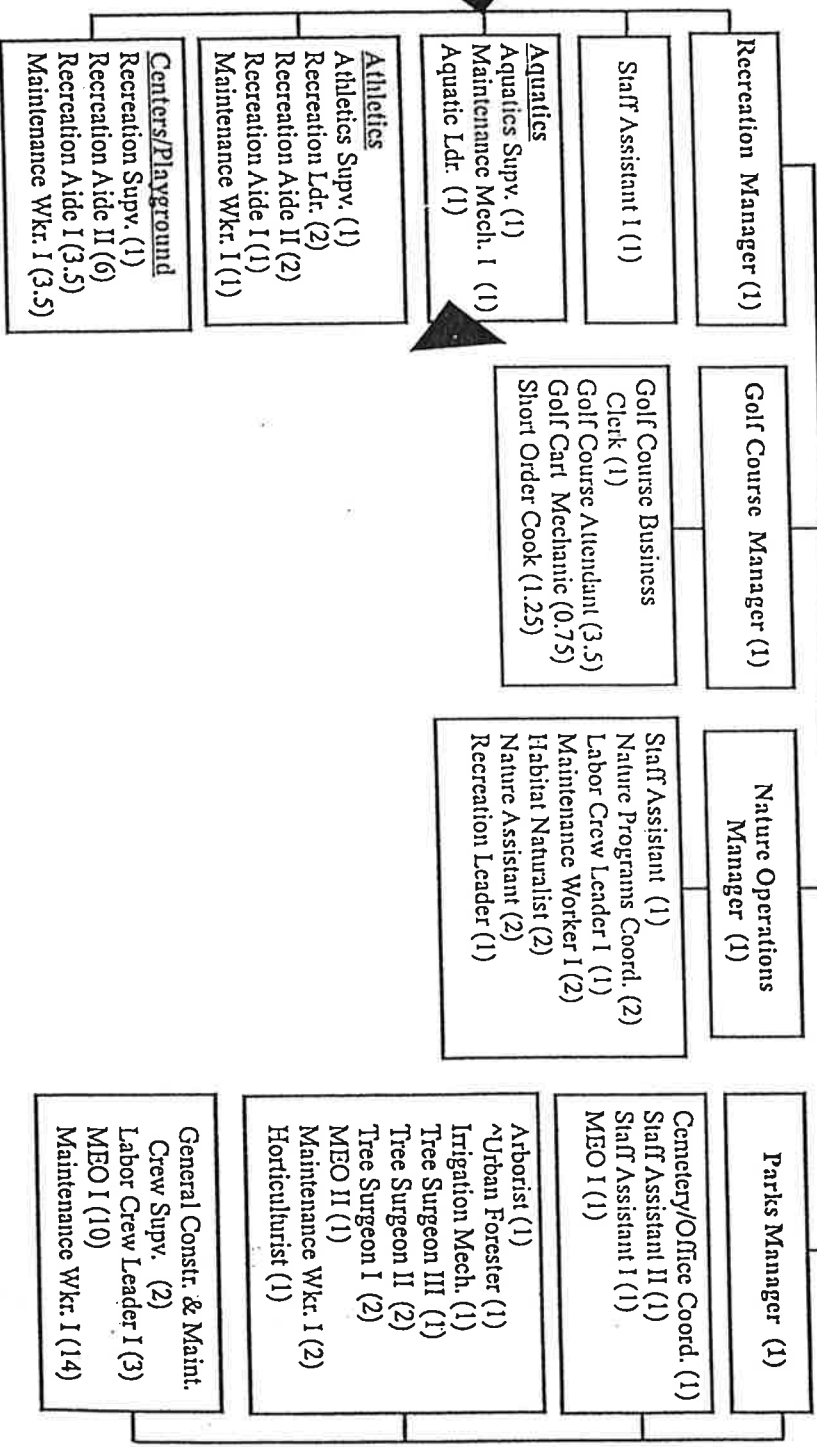
RECREATION & PARKS FY 01-02 ADOPTED ORGANIZATION CHART

Proposed

RECREATION & PARKS DIRECTOR (1)

Personnel Changes
Add Short Order Cook (1.25)
Add Urban Forester (1)

Staff Assistant II (1)
Account Clerk II (1)



Total Employees - 94.25

Change made during FY 1999 and FY 2000
Change approved through CCRP

AQUATIC LEADER

NATURE OF WORK

Responsible for safe aquatic facility operation, facility maintenance coordination and supervision of pool personnel.

CLASSIFICATION STANDARDS

The single position allocated to this classification reports to a designated supervisor and work under limited supervision. Work in this class is distinguished from higher classes by its lack of managerial duties and from lower classes by its lead aquatics responsibilities.

EXAMPLES OF WORK**

ESSENTIAL JOB FUNCTIONS

Oversees all pool safety and maintenance personnel. Supervises all employees who handle cash.

Assists Aquatic Supervisor in planning and supervising all special programs and events.

Assists with pre-employment testing of all aquatic staff.

Assists in the training of water safety personnel.

Maintains inventory of all pool equipment and supplies. Keeps safety equipment in good operating condition.

Coordinates the maintenance of all aquatics facilities.

Promotes the City aquatic programs.

Maintains operating records and prepares operating reports

Supervises all aquatics staff in the absence of the Aquatic Supervisor.

Attends work on continuous and regular basis.

NON-ESSENTIAL JOB FUNCTIONS

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Graduation from high school or possession of an acceptable equivalency diploma with three (3) years aquatics experience.

LICENSES/CERTIFICATES

American Red Cross (ARC) Water Safety Instructor
Basic Life Support CPR
First Aide
CPR and First Aide Instructor
Ellis NPWLTP or ARC Lifeguard
Certified Lifeguard Instructor
Certified Pool Operator (CPL) or Aquatic Facility Operator (AFO)
ARC Water Safety Instructor Trainer or NSC/E&A Learn-to Swim Program Coordinator

NOTES

Flexible hours.
May work outside, in extremes of temperature.

SELECTION FACTORS

Thorough knowledge of the principles and methods of water safety.
Knowledge of all areas of aquatic recreation programming.
Knowledge of pool maintenance practices and methods.
Considerable knowledge of the methods and techniques of teaching swimming and water safety.
Ability to train and supervise aquatic staff.
Thorough knowledge of personal computer applications including word processing, spreadsheet and database.
Knowledge of handling cash receipts and their accurate reporting.
Physically capable of passing the pre-employment swimming test.
Ability to work effectively with co-workers and the general public.

Human Resources Department:



1 2/24/98
Date

** This section of the job description is not intended to be a comprehensive list of duties and responsibilities of the position. The omission of a specific job function does not absolve an employee from being required to perform additional tasks incidental to or inherent in the job.

REVISION DATE: 03/19/97.