



## **JOB ANNOUNCEMENT**

### **AQUATIC MANAGER**

PERMANENT FULL-TIME POSITION

37.5 Hours per week

**\$66,514.50 - \$70,999.50 Annually (DOQ)**

***Are you looking for new & rewarding challenges?***

***Are you business-minded and have experience leading effective teams?***

***Are you a team leader who can establish & maintain positive working relationships as you mentor and coach employees to their highest potential?***

***Do you enjoy building and maintaining positive working relationships and partnerships with user groups, community agencies, internal department leaders and public guests?***

***Are you eager to apply your experience and knowledge to manage two high-quality and cohesive recreational facilities?***

***If you answered "yes" to these questions, then come join the Parks and Recreation Team with Juneau's pools to oversee the operations and management of Augustus G. Brown Pool & Dimond Park Aquatic Center!***

***This is a benefited position. The City and Borough of Juneau offers a competitive salary package that includes the opportunity for regular pay increases, an excellent health insurance program, paid leave, & retirement credit through PERS (Public Employees' Retirement System).***

### **RESPONSIBILITIES**

Working under the direction of the Parks & Recreation Director, this position requires working independently in directing the operation of two aquatic facilities. This includes all budgeting, staffing, programming and marketing of the two facilities. The Aquatic Manager also assists in researching capital outlay and capital improvement projects; promotes a positive working environment; overseeing the entire pool division operation. The position will also serve as staff liaison to all aquatic user groups.

#### ***Typical responsibilities include the following:***

- Provides revenue producing programs and recommends procedures to minimize expenditures while providing a diversified aquatic program.
- Develops, oversees and evaluates the implementation of a diverse selection of aquatic programming and special events for both aquatic facilities.
- Develops, implements and evaluates a marketing plan for the two aquatic facilities in order to provide revenue producing programs.
- Develops and maintains policies and procedures for both facilities.
- Plans and develops the annual budgets for all areas of the two aquatic facilities, i.e., staffing, facility maintenance, pool chemicals, office supplies, instructional equipment, marketing, etc.
- Maintains budget records.
- Recommends Capital Improvement Projects.
- Coordinates with Building Maintenance department frequently to discuss ongoing mechanical and structural matters for mid- and long-range planning and maintaining equipment replacement schedule.
- Prepares a yearly inventory report and submits to Finance Department.
- Recommends new and revised user fees. Reviews revenue reports.
- Prepares and maintains statistical data related to revenue and program participation.

**CONTINUED ON BACKSIDE**

- Ensures complementary programming opportunities between all aquatic facilities.
- Oversight of staff training, staff scheduling, in-service training and timely evaluation of entire staff.
- Serves as staff Liaison for all aquatic user groups including swim team, synchronized swimming and Juneau School District. Attends meetings when necessary and negotiates contracts between the aquatic facilities and user groups.
- Responds to emergency call-outs as needed, for example: security alarm alert.

**MINIMUM QUALIFICATIONS**

**Education:** Graduation from an accredited college with a Bachelors’ degree.

**Experience:** Minimum of five (5) years’ experience in recreation programs & operation in which one (1) year must have included supervision of a recreation program.

**Substitution:** Related experience may be substituted for the required education on the basis of one month of experience for 2.5 semester hours (3.75 quarter hours) of credit.

**Certifications:** First Aid/ CPR/AED, and Certified Pool Operator (CPO) **must be obtained within 6 months of hire.** Water Safety Instructor (WSI) certification or Lifeguard certification are desirable within 6 months of hire.

**NOTE:** Those who have CPR & First Aid Instructor certifications and/or experience in a recreational and/or aquatic complex are encouraged to apply.

*NOTE: As part of the selection process, applicants are required to be finger printed to determine if prior convictions exist that would prohibit them from performing the duties and responsibilities of this position. The applicant’s continued employment is based on the approval of the finger print report. Finger printing results can take from 3 – 6 months.*

**Statute Authority: AS 12.62.160 (b) (9)**

**NOTE:** This is a benefited position. For more details about benefits, please visit the following web link:  
<https://beta.juneau.org/human-resources/benefits>

**CLOSING DATE**

A completed CBJ application form, Number P001, must be received by the Human Resources & Risk Management Department. **This announcement will remain open until filled.**

**WHERE TO APPLY**

**Mail completed application to:**  
 City and Borough of Juneau  
 Human Resources & Risk Mgmt. Department  
 155 South Seward St.  
 Juneau, Alaska 99801  
<https://beta.juneau.org/human-resources>

**OR** Visit our website below for instructions on how to submit applications via email:  
<https://beta.juneau.org/human-resources/employment-opportunities>

**Drop off completed application to:**  
 City and Borough of Juneau  
 Human Resources Risk Mgmt. Department  
 107 Municipal Way, Suite 101  
 Juneau, Alaska 99801

**OR Fax completed application to:**  
 (907) 586-5392

**THE CITY AND BOROUGH OF JUNEAU IS AN EQUAL OPPORTUNITY EMPLOYER**