



# CITY OF PIEDMONT CALIFORNIA

Invites applications for the position of:

## **Recreation Supervisor (Aquatics)**

Annual Base Salary: \$91,344 - \$111,014

Annual With Extra Certification Pay: \$94,998 - \$115,455

Closing Date: May 27, 2024

The City of Piedmont is a primarily residential 1.7 square mile Charter City. Residents are civic minded and embrace traditions, while also looking for new opportunities to innovate and grow together as a community. With approximately 11,000 residents, the City is located in the beautiful Oakland Hills, overlooking the San Francisco Bay. Aptly named “Piedmont,” or “foot of the mountain,” its most distinct features are gardens, bridges, parks and schools that create a special sense of place. In 1907, residents voted to incorporate it as Piedmont, and in 1923 the City became a Charter City.

### **DEFINITION**

Under direction, develops, implements, monitors, evaluates, and supervises the operations of assigned recreation program areas and facility operations. Areas of responsibility include, but are not limited to: childcare, aquatics, sports, facility rentals, recreation classes, cultural activities, enrichment programs and services, special events, facility operations and rentals.; ensures City facilities, activities, and services are safe and effective; provides complex staff assistance to management staff in areas of expertise; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Recreation Director. Provides direct supervision to Coordinators, part-time staff, and volunteers.

### **CLASS CHARACTERISTICS**

This full supervisory-level class exercises independent judgment on diverse and specialized activities with accountability and ongoing decision-making responsibilities associated with the work. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of staff and for providing technical support to management in a variety of areas. Performance of the work requires the use of independence, initiative, and discretion within established guidelines. This class is distinguished from Recreation Director in that the latter has overall management responsibility for City recreation functions and budget.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Plans, develops, organizes, supervises, coordinates, reviews, and evaluates assigned programs, services, activities, and facility operations; establishes schedules and methods for providing programs and services; recommends improvements or modifications.
- Plans, organizes, assigns, supervises, and reviews the work of staff; trains staff in work procedures; evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; participates in selection and promotion processes.
- Participates in the development of goals, objectives, policies, and procedures for assigned services and programs; recommends and implements policies and procedures including standard operating procedures for assigned operations.
- Monitors assigned activities; identifies opportunities for improving service delivery and procedures; provides recommendations concerning process changes; reviews with appropriate management staff; implements improvements.
- Participates in annual budget preparation; identifies resource needs; prepares detailed cost estimates with appropriate justifications; monitors expenditures.
- Works with community groups and residents in the development, coordination, and promotion of aquatic recreation and leisure programs; oversees and coordinates facility usage, and scheduling of activities, instruction, and events.

- Advises the Recreation Director, appropriate commissions and committees and the City Council on aspects of recreation program and planning; presents and justifies proposed plans, plan revisions and recommendations.
- Surveys the community to determine recreation needs and implements programs to satisfy those needs.
- Oversees the safe and proper operation of facilities, including Health Department inspections; inspects facility for needed repairs and maintenance contract compliance; coordinates with various City departments and contractors to coordinate repairs.
- Administers online registration system; creates and inputs schedules; trains staff on system functions; monitors performance and interfaces with vendor to resolve issues.
- Creates marketing materials for programs, including developing and preparing brochures, flyers, newsletters, and other materials; maintains and updates informational channels such as bulletin boards and websites including social media as needed.
- Develops, monitors, and tracks sponsorships and partner opportunities; maintains contacts and negotiates with vendors; conducts fundraising events.
- Provides staff assistance to management; prepares and presents staff reports and other written materials; supervises the establishment and maintenance of reports, records, and files; ensures the proper documentation of operations and activities.
- Maintains accurate records of services and activities, including recreation schedules, program participation and analysis, rosters of participants, revenues, expenditures, grants, contract programs, accidents, and vandalism.
- Answers questions and provides information to the public; investigates and responds to complaints and inquiries from citizens, other departments, and agencies; recommends corrective actions to resolve issues.
- Coordinates special events activities with other City departments, divisions, outside agencies, and service providers; serves as staff liaison to various City commissions and community groups as assigned.
- Represents the City in meetings with members of other public and private organizations, community groups, contractors, and the public; makes presentations and provides information regarding assigned program areas/special projects and the City's recreational services upon request.
- Ensures the safety of assigned areas, such as playing fields, playgrounds, pool and other recreational facilities.
- Ensures staff compliance with all City and mandated safety rules, regulations, and protocols.
- Processes registrations, collects fees and issues receipts.
- Performs related duties as assigned.

## **MINIMUM QUALIFICATIONS**

### **Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

- Equivalent to graduation from a four-year college or university with major course work in recreation, business administration, or a related field.<sup>1</sup>
- Three (3) years of increasingly responsible, full-time experience in recreation, aquatics, childcare, facility administration, special events or related field, including two (2) years in a leadership and/or supervisory capacity.

<sup>1</sup>In lieu of a degree, equivalent experience will be considered on a year for year basis, in addition to the required experience.

### **Licenses and Certifications:**

- Must possess a valid California Class C driver's license and have a satisfactory driving record.
- Must possess First Aid and CPR/AED certificates and maintain certification throughout employment.
- Relevant professional certifications are desirable, such as Certified Parks and Recreational Professional (CPRP), Certified Youth Sports Administrator (CYSA).

### **➤ For Aquatics related program areas, incumbents must maintain the following certifications throughout employment:**

- Certified Pool Operator or Aquatics Facility Operator
- American Red Cross Lifeguard Instructor

*If possession at time of hire is not in place, certifications shall be obtained within four (4) months of employment.*

### **➤ The following certifications are highly encouraged:**

- American Red Cross Water Safety Instructor
- First Aid for Public Safety Personnel (Title 22)

## **KNOWLEDGE AND ABILITIES**

### **Knowledge of:**

- Principles and practices of employee supervision, including work planning, assignment, review, and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of recreation and community service program development and administration, including program implementation, review, and evaluation, budgeting, and purchasing.
- Principles and practices of aquatic programming and service delivery, including rules, materials, and equipment.
- Principles, practices, and service delivery needs related to facility maintenance, rental programs, and community events.
- Occupational hazards and related safety precautions.
- Recreational, cultural, age-specific, and social needs of the community.
- Principles and practices of contract administration and evaluation.
- Community organizations to source and partner in the provision of recreation and community programs and services.
- Principles and practices of public relations techniques, including the utilization of social media.
- Principles and procedures of record keeping and report preparation.
- Applicable federal, state, and local laws, codes, and ordinances relevant to the area(s) of responsibility.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for effectively dealing with individuals of various ages, various socio-economic and ethnic groups, and effectively representing the City in contacts with the public.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

### **Aquatics Assignment Only:**

- Principles, practices, methods, equipment, materials, and tools used in maintenance and repair of swimming pools, equipment, and facilities.
- Principles and practices of pool water testing and proper chemical water treatments.

### **Ability to:**

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Identify problems, research, and analyze relevant information, and develop and present recommendations and justification for solutions.
- Perform the most complex duties in delivering programs to participants.
- Administer first aid, CPR, and AED, as needed.
- Plan and develop policies and procedures to benefit adults, children, and families who wish to participate in a variety of recreational activities.
- Identify and analyze community needs and promote interest in the programs.
- Develop promotional materials and effectively market City programs and services.
- Respond quickly and appropriately in emergency situations and deal effectively with injuries and accidents resulting from aquatic/recreational programs and activities.
- Prepare and monitor program budgets.
- Negotiate and administer contracts.
- Maintain accurate logs, records, and basic written records of work performed.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

## **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office and/or aquatic facility setting and use standard office and/or recreation equipment, including a computer; to operate a motor vehicle, and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, reach, climb, and walk on uneven surfaces to participate in recreational activities; and push and pull drawers open and closed to retrieve and file information. Supervisors not assigned to Aquatics must possess the ability to lift, carry, push and pull materials and objects weighing up to 35 pounds.

### **Aquatics Assignment Only:**

In addition to the Physical Demands listed above, must possess the ability to perform work that may involve lifting children and adults, in and out of the pool up to 150 pounds or more with assistance, pulling a cover over the pool surface with assistance, and lifting, straightening, and moving pool deck furniture and equipment. Must possess the mobility to stand, stoop, reach, bend, climb, and swim, while in swimwear. Must be in good physical condition to stay in water for prolonged periods of time, work in extreme heat and/or cold, and the outdoors. Vision, which may be corrected; and hearing, which must be in a normal range as measured by a standard audiogram, should be good enough to see and hear adults and children in life and/or health safety endangering situations.

## **ENVIRONMENTAL ELEMENTS**

Employee works in an office environment with moderate noise levels as well as outdoors and may be exposed to inclement weather conditions; hot and cold temperatures. Incumbent may be exposed to blood and body fluids rendering First Aid and CPR and may be exposed to chlorine, acids, and other chemicals at aquatics facilities. Employee may interact with challenging staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

## **WORKING CONDITIONS**

Must be willing to work off-shift and weekend hours, depending upon the program or project to which assigned. Must be fingerprinted for submission to the California Department of Justice in order to work with children.

All public employees are designated as Disaster Service Workers. As such, all City of Piedmont employees may be called upon to assist in the event of fire, flood, earthquake, or other natural or man-made disasters.

## **COMPENSATION**

- Annual Salary: \$91,344 - \$111,014 as of July 1, 2024. DOQ, FLSA Exempt.
- Additional differentials are available for the following certifications: 2% of base salary for First Aid for Public Safety Personnel (Title 22) and 2% of base salary for Water Safety Instructor.

## **BENEFITS**

The City currently offers the following benefits to its employees:

- Medical, with a generous amount of the premium paid by the City
- Delta Dental Premier, with orthodontia @ \$5,000 lifetime maximum, premium paid in full by the City
- Vision, with the ability for an annual exam, premium paid in full by the City
- Employee Assistance Plan, with up to 10 counseling visits per person, per issue, per year
- Life insurance with a value of 2X your annual salary, and long-term disability @ 60%, premium paid in full by the City
- Retirement benefit depends upon membership date: Classic employee CalPERS 2% @ 60, employee share is 7%. New Members 2% @ 62, employee share is currently 7.75%. **The City also participates in Social Security**
- Vacation: Accrue 11 days per year to start at the rate of 6.875 hours per month
- Personal Leave: In lieu of overtime, from 4 – 10 days of leave with pay each year
- Holidays: 13 days per calendar year
- Sick leave accrual @ 9.38 hours per month
- Deferred compensation, commuter benefits program
- Tuition reimbursement available
- Children of full-time City employees are eligible to attend school in the Piedmont Unified School District. Employees' children are also eligible to attend the Piedmont Recreation Department (PRD) preschool program, Schoolmates programs and PRD run Summer Camps at no charge. Eligibility to attend these programs are based upon availability.

## THE APPLICATION PROCESS

**To be considered for this employment opportunity, a city employment application must be submitted by May 27, 2024. Please apply online at <https://piedmont.casellehire.com/jobs/>. The most qualified candidates will be invited to an oral board interview, scheduled for June 3, 2024.** The City of Piedmont complies with ADA, is an Equal Opportunity Employer and is seeking a diverse candidate pool. Examinations may be assembled, unassembled, written, oral, practical demonstration, or any combination thereof. All applicants should alert the personnel officer in advance if any accommodation is necessary to perform the job function or test. We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. Hire may be subject to passing a medical examination by a city physician, including a drug screen and TB testing, and to skill and agility tests. All offers of employment will be conditional upon satisfactory proof of applicant's authority to work in the U.S. as required by the Immigration Reform and Control Act.

Candidates under final consideration for employment with the City should expect to undergo an employment reference/background check that may include, but is not limited to: employment history, confirmation of educational credentials and degrees, licenses including driver's license, registrations, certificates, and other credentials as part of the appointment process. Some positions, depending on the nature of the work, also require a credit check and a review of Summary Criminal History obtained from the State Department of Justice through Live Scan Fingerprinting.

The City reserves the right to close this recruitment at any time and not fill this position.

*The information contained herein is subject to change and does not constitute either an expressed or implied contract, and any provisions contained in this bulletin may be modified or revoked without notice.*

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