

**NOTICE OF CALL OF SPECIAL MEETING  
TO THE MEMBERS OF THE HONEY LAKE VALLEY RECREATION AUTHORITY:**

You are hereby notified that a SPECIAL MEETING of the HLVRA will be held in the Council Chambers of City Hall in the City of Susanville at 66 North Lassen Street, Susanville, California on **November 27, 2017 at 3:00 p.m.** to transact the following business:

Call Meeting to Order  
Roll Call

**1     APPROVAL OF THE AGENDA:**

**2     APPROVAL OF MINUTES:** None.

**3     PUBLIC COMMENT:**     Members of the public may address the JPA concerning any item on the agenda prior to or during consideration of that item.

**4     MATTERS FOR BOARD CONSIDERATION:**

A.   Discussion Regarding Pool Director/Manager Position (vacant) Job Description, Salary, and Recruitment

**5     BOARD MEMBER ISSUES/REPORTS:**

**6     CLOSED SESSION:** None.

**7     ADJOURNMENT:**

  
\_\_\_\_\_  
Brian Wilson, President

ATTEST:

  
\_\_\_\_\_  
Dan Newton, Executive Officer

**AFFIDAVIT OF MAILING NOTICE**

I, the undersigned Secretary for the Honey Lake Valley Recreation Authority, do hereby certify that an original of the **NOTICE OF CALL OF SPECIAL MEETING, November 27, 2017 at 3:00 p.m.** was delivered to each and every person set forth on the list contained herein on the 22nd day of November, 2017. A copy of said Notice is attached hereto.

I declare under penalty of perjury that the foregoing is true and correct.

Dated at Susanville, California this the 22nd day of November, 2017.

  
\_\_\_\_\_  
Dan Newton, Executive Officer

Brian Wilson	emailed
David Teeter	emailed
Kathie Garnier	emailed
Tom Hammond	emailed
David Meserve	emailed

**Submitted By:** Dan Newton, Executive Officer

**Action Date:** November 27, 2017

**HLVRA AGENDA ITEM**

**PRESENTED BY:** Dan Newton, Executive Officer

**SUBJECT:** Pool Director/Manager Recruitment

**SUMMARY:** The Pool Director/Manager position is currently not filled. Pursuant to the discussion at the regularly scheduled HLVRA meeting on November 21, 2017, the Pool Director/Manager position job description should be reviewed to ensure it appropriately addresses the duties and responsibilities of the position. Due to the holiday season approaching and the urgent need to fill the position, a special meeting has been called to discuss the job description, salary, and recruitment process. The existing job description is attached for reference, staff's recommended revisions will be provided at the meeting.

**FISCAL IMPACT:** The assessment of the job duties may lead the board to direct staff to increase the salary for the position.

**ACTION**

**REQUESTED:** Based on direction from HLVRA board: Authorize Executive Officer to modify the job description for the Pool Director/Manager position; modify the salary range; open the recruitment and advertise the position; and obtain necessary approvals through the City of Susanville.

**ATTACHMENTS:** Pool Director Job Description

## POOL DIRECTOR/MANAGER

### DEFINITION:

Performs responsible and independent administrative and pool related duties under the direction of the City Administrator.

### POSITION SUMMARY:

Under the administrative direction of the City Administrator, the Pool Director/Manager shall be responsible for the efficient administration of matters related to the Honey Lake Valley Community Pool. The Pool Director/Manager performs professional duties in supervision of the operations of the community pool through planning, coordination, scheduling, and evaluating a variety of programs specific to aquatics and facility operation. Assists with the hiring of and supervises staff, including but not limited to, lifeguards and water safety instructors.

### EXAMPLE OF DUTIES:

Oversees the day-to-day operations of the Honey Lake Valley Community Pool. Identifies areas of improvement for the pool with regard to current services, additional services and consultation with other service providers. Designs, administers, monitors, and provides ongoing support to all team members.

Formulates, analyzes and presents reports and explains materials to the City Administrator and various parties, including but not limited to Board of Directors, members, consultants, and other interested parties.

Responsible for carrying out the policy directives and strategic plan of the JPA. Delegates tasks to team members as necessary. Conducts regular meetings with team members. Establishes administrative policies and general guidelines for the JPA. Monitors contracts between the JPA and service providers. Oversees member relations and dispute resolution. Responsible for contract negotiations with the JPA.

Schedules all pool activities to ensure optimum pool usage; coordinates programming with Assistant Pool Manager and in keeping with facility needs.

Develops and schedules aquatic programming for the facility to include, classes, swim meets, team sports and training, tournaments, swim lessons, lap swimming, youth swim club and other aquatic programs as developed and assigned.

Drafts and revises as directed by the HLVRA Board a proposed annual budget and salary plan for the Pool, including a review of the previous year's revenues and expenses and a projection of the next year's revenues and expense; prepare and present to the HLVRA Board.

Assists in hiring, training and scheduling qualified lifeguards, instructors and all other pool staff; assists in the supervision of lifeguards, instructors, and other aquatic staff.

Develops emergency response plans.

Use of hands, arms and legs and other motor skills used for swimming skills. Ability to rescue swimmers in distress. Ability to sit and work long periods of time in varying degrees of weather. Exposure to loud noise, bending, kneeling, walking on slippery surfaces, squatting; uses senses of vision, hearing and smell to diagnose problems.

SALARY:

The current annual salary for the position of Pool Manager is \$47,500 - \$54,625, depending on experience.

This job description in no way states or implies that these are the only duties to be performed by this employee. He or she will be required to follow any other instructions and to perform any other duties requested by his or her supervisor.