

Salary and Benefits

The current hourly wage for the position of Pool Director is \$18.00-\$22.00 DOQ (annualized to \$37,440 - \$45,760)

The Honey Lake Valley Recreation Authority will provide benefits as negotiable.



Selection Process

This position is open until filled, with PRIMARY APPLICATIONS DUE:

November 11, 2016 3pm

To be considered for this opportunity, please submit a completed application, cover letter highlighting your experience, & resume in person or by mail at the following address:

c/o Jared Hancock, HLVRA Executive Officer

66 North Lassen Street

Susanville, CA 96130-3904

Candidates with questions may contact the City Administration Department at (530)252-5100.

The Honey Lake Valley Recreation Authority is an Equal Opportunity Employer.



Honey Lake Valley Recreation Authority

INVITES APPLICATIONS FOR THE POSITION OF:

Pool Director



OPPORTUNITY TO SHAPE THE RECREATIONAL USE AND
PROGRAMMING OF A NEWLY CONSTRUCTED COMMUNITY
POOL IN THE HEART OF NORTHEAST CALIFORNIA

Open until filled. Primary applications deadline: Friday, November 11, 2016 at 3:00pm

66 North Lassen Street, Susanville, CA 96130

Phone: 530.252-5106 | Fax: 530.252-1020

About the Position

Under the administrative direction of the Honey Lake Valley Recreation Authority (HLVRA) Board, the Pool Director shall be responsible for the efficient administration of all matters related to the "Honey Lake Valley Community Pool" and HLVRA. The Pool Director performs professional duties in supervision of the operations of the new community pool through planning, coordination, scheduling, and evaluating a variety of programs specific to aquatics and facility operation. Hires and supervises staff, including but not limited to lifeguards and water safety instructors and is the purchasing agent for the Authority.

Minimum Qualifications Required

Education and Experience: Graduation from a four year college or university with a Bachelor's Degree in Recreation, P.E. or a closely related field plus three (3) years directly related aquatics experience, or any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities: Considerable knowledge in planning, organizing, and implementing aquatics programs. Working knowledge of public pool water filtration, mechanical systems and the use of chemicals for public pools and water chemistry. Must be knowledgeable of California Public Policies and Brown Act conformance, public employment rules and policies. Ability to work with the public and possess excellent public relation skills. Ability to communicate both verbally and in writing, familiar with obtaining and managing grant funding, ability to create effective working relationships with employees and the public.

Essential Duties and Responsibilities

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

Develops emergency response plans in conjunction with enforcement agencies.

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.

Manages the filtration system and other aquatic operating systems with the assistance of the Assistant Pool Manager. Maintains proper pool chemical balance.

Essential Duties and Responsibilities

Oversees the routine administrating operations of the HLVRA Joint Powers Authority (JPA), and day to day operations of the new community pool. Identifies areas of improvement for the JPA 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 to the HLVRA Board. Presents and explains material to various parties, including, but not limited to, Boards of Directors, members, consultants, and other interested parties.

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

Drafts and revises as directed by the HLVRA Board a proposed annual budget and salary plan for the new community 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.

Conducts training of staff in water safety, first aid, and CPR; ensures that all certifications of staff is maintained. Ensures high program standards are followed; provides regular in-service training to staff as needed.

Development of lifeguard deck rotational system for monitoring the pool and all other pool deck operations.

Performs regular safety inspections of pool and equipment to reduce hazards and to provide maximum safety to the patrons.

Surveys patrons and evaluates programs to determine public needs and how to increase program efficiency and effectiveness; receives patron complaints and suggestions and responds appropriately.

Performs related duties as required.

Necessary Knowledge, Skills, & Abilities

Desired Qualifications:

Certified as an Aquatic Facility Operator (AFO) or Certified Pool Operation (CPO).

Certification in first aid, CPR for the Professional Rescuer and WSI lifeguard training or equivalent.

Physical Requirements:

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, lifting heavy objects, walking on slippery surfaces, squatting; uses senses of vision, hearing and smell to diagnose problems.

Honey Lake Valley Recreation Authority

The City of Susanville and Lassen County have created the HONEY LAKE VALLEY RECREATION AUTHORITY with the express purpose of planning, financing, implementing, managing, owning and operating a new community swimming pool. Pool is under construction and scheduled for completion early 2017.

The HLVRA is comprised of two members appointed from the Lassen County Board of Supervisors, two members appointed from the City Council of Susanville, and one member Appointed by the HLVRA Board and representing the public at large. Please join us in making this vision a reality.



About Susanville and Lassen County



The upcoming Honey Lake Valley Community Pool is scheduled to open in 2017 and is located at 800 South St. in Susanville, CA. Susanville is located in Lassen County in the heart of North East California, and at 4,200 feet in elevation, residents and visitors enjoy four seasons and easy access to a wealth of year-round outdoor recreation opportunities. There are over 2,700 square miles of public lands, with hiking, biking, cross country skiing, horseback riding, hunting and off-road recreation activities enjoyed by the community.

Fisherman and boating enthusiasts will enjoy the numerous lakes and rivers and proximity to

Eagle Lake. Susanville families enjoy and support many community activities and events including the Bizz Johnson Marathon, the Lassen County Trails Trust Rails to Trails festival, Mountain Bike races, the Main Street Cruise car show, Lassen County Fair and Parade, Safe and Sane Halloween and the annual Magical County Christmas celebration in the historic uptown area. Susanville offers quality health care at Banner Lassen Medical Center and higher education opportunities at Lassen Community College. Susanville also offers other amenities such as the 18-hole Diamond Mountain Golf Course, the Susanville Municipal Airport, and the Susanville Symphony.