

The City of Kingfisher  
301 N. Main St.  
Kingfisher, OK 73750  
(405)375-3705  
[www.kingfisher.org](http://www.kingfisher.org)



**July 8, 2020**

**ASSISTANT AQUATIC CENTER MANAGER/  
ASSISTANT RECREATION DIRECTOR**

**FLSA Status: Salary/Exempt  
Full-time Regular Employment  
Annual Salary Range: \$27,000-\$32,000**

### **SUMMARY**

Under the direction of the Recreation Director and coordination with the Parks Superintendent, this position plans, organizes, develops, directs and controls multi-program recreational and community services programs and activities at the newly renovated and comprehensively remodeled Vernie Snow Aquatic Center and City Parks. Core duties include: providing work direction to employees as needed, training employees, supervising assistant manager, shift leaders and employees, pool operations, policies and safety, and developing and managing assigned budget.

### **ESSENTIAL JOB FUNCTIONS**

- Operate computer terminal and typewriter
- Receive and respond to public inquiries on the telephone, email, social media, in writing or in person.
- Proofread documents
- Conduct training sessions; manage safety and training files
- Meet schedules and time lines.
- Market and promote programs and events.
- Plan and organize work.
- Ability to maneuver during recreational activities
- Ability to perform maintenance, to include pool chemical operations, and cleaning operations.

### **TYPICAL DUTIES**

- Plan, organize, develop, direct and control multi-program recreational and community services programs
- Recruit, screen and select new employees. Supervise and train recreational personnel. Develop work schedules to assure proper staffing levels.
- Support the enforcement of regulations and procedures regarding the operation and use of recreation facilities assuring compliance with established City policies.
- Perform other duties assigned by the City Manager.

### **QUALIFICATIONS**

- Requires knowledge of the field of assignment and physical ability sufficient to perform thoroughly and accurately the full scope of responsibility as illustrated by example in the above job description.
- Assigned hours are based on the needs of the center to best serve the public
- Physical requirements include sitting, standing, walking, lifting, pushing, pulling, swimming and physical activities requiring full range of motion.
- Mental endurance requires supervisory skills, problem solving abilities, and strong customer service characteristics.

### **SCOPE OF RESPONSIBILITY**

The Recreation Director/Aquatic Center Manager is expected to oversee, organize, and direct the operation and the development of the Vernie Snow Aquatic Center and coordinate community events with multiple civic groups and community organizations at the City Parks.

### **TRAINING REQUIREMENTS**

Selected candidate will need to be, or become, certified in CPR, Lifeguard, Certified Pool Operator and Lifeguard Instructor. Selected Candidate will also need to learn and train on pool operational equipment and chemical testing.

### **ORGANIZATIONAL STRUCTURE**

Selected candidate will report to the Recreation Director, coordinate tasks and operations with Parks Superintendent, supervise an average of fifteen lifeguards.

### **WORK SCHEDULE**

This position is salaried at 40 hours per week with a non-traditional schedule. The City desires to have the director or assistant director at the facility when it is open for public use. This includes rotating weekends, 7:00 am openings and 6:00 pm closings with the Recreation Director. The aquatic center may be open every day of the week with daily hours varying throughout the week based on programs. Operational hours may be interrupted by severe weather from time to time. Parks events vary seasonally.

### **EMPLOYMENT BENEFITS**

Employment benefits to include insurance and retirement are available at: [https://kingfisher.org/wp-content/uploads/2020/08/Employee\\_Benefits\\_2016.pdf](https://kingfisher.org/wp-content/uploads/2020/08/Employee_Benefits_2016.pdf)

### **APPLICATION PROCEDURES:**

A City of Kingfisher Employment Application, Resume, and References shall be submitted to the City Clerk at 301 N. Main St., Kingfisher, OK 73750. Position will be vacant until filled. First review of applications will be no later than July 21, 2021.

The City of Kingfisher and Kingfisher Recreation Authority provide equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.