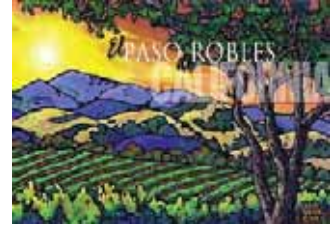




City of Paso Robles

Staff Assistant IV Pool Manager

(Part time/Seasonal)



SALARY: \$20.50 - \$22.75/hour
\$21.25 - \$23.50/hour (effective 6/1/2012)

Tentative Interview date is scheduled for 3/16/2012

APPLICATION DEADLINE: Friday, February 24, 2012, at 5:00 p.m.

Under direction of Recreation Manager, oversees the management and overall operation of the municipal pool facility and programs during the summer season.

TYPICAL DUTIES:

This classification is responsible for the supervision, training, and evaluation of pool staff, including instruction of Red Cross Lifeguarding and/or Water Safety Instructor, maintaining and complying with City, State and Federal regulation; and maintaining written communication as such. Under general direction from Recreation Manager, the Pool Manager shall be fully responsible for the operations and maintenance of the Municipal Pool; including promotions, scheduling (in conjunction with Facilities Coordinator), lessons, staff training, public swim time, special events, initiating personnel actions, maintaining accurate records (maintenance, attendance, accident/incident reports, complaints, and financial), purchasing supplies & equipment, etc. This is a part time seasonal position with flexible scheduling required. Positive public interaction is required.

EMPLOYMENT STANDARDS:

Knowledge of: Modern techniques of managing human resources. Theory and practical application of aquatics Water Safety and/or Lifesaving techniques and procedures, including First Aid, and C.P.R.F.P.R.; aquatics instruction theory and practices. Supervisory methods and training techniques. Municipal Pool Regulations and Procedures. **Ability to:** Plan, schedule, assign, supervise and evaluate the work of swimming pool personnel. Handle emergency and disciplinary situations; coordinate, schedule and promote programs; coordinate the routine maintenance of the swimming pool facilities; maintain positive public relations; conduct swimming skill classes to the advanced level; work cooperatively with others; follow and enforce safety rules, maintain necessary paperwork. **Education and Experience:** Equivalent to graduation from a State Board of Education approved and/or accredited two year college. Two years responsible local government quasi-professional/administrative experience, or four years (season) equivalent to a Staff Assistant III.

Special Requirements: Must possess current Red Cross Life Guard Training R94 and Water Safety Instructor Certificate R96 or equivalent, Title 22 First Aid Certificate, CPR for the Professional Rescuer, and a valid California Driver's License.

SELECTION PROCEDURE:

Applications must be received by the filing deadline, POSTMARKS NOT ACCEPTED. Applications will be reviewed for accuracy, completeness and job related qualifications. A limited number of persons whose applications clearly demonstrate they most closely meet the requirements may be invited to participate in the selection process - which may be any combination of written, oral, and/or performance exams. Appointment is subject to successfully passing a pre-employment physical, background and criminal history check. Before starting work, applicants must present documentation of their identity and authorization to work in the U.S., and a D.M.V. driving record.

APPLICATION PROCESS:

Persons interested in applying for this position should request an application from:

City of Paso Robles
1000 Spring Street
Paso Robles, CA 93446

You may also call Human Resources at (805) 227-7234, or download an application at: www.prcity.com/jobs. Resumes, while encouraged, will not be accepted in lieu of a completed application. All statements made in the application materials are subject to verification, false statements will be cause for disqualification or discharge.

ALL PERSONS EMPLOYED BY THE CITY OF PASO ROBLES ARE DESIGNATED AS "DISASTER SERVICE WORKERS" AS DEFINED IN THE CALIFORNIA GOVERNMENT CODE SECTION 3100 AND 3101.

AN EQUAL OPPORTUNITY EMPLOYER.
WOMEN, MINORITIES, AND HANDICAPPED INDIVIDUALS ARE ENCOURAGED TO APPLY.
THE PROVISIONS OF THIS BULLETIN DO NOT CONSTITUTE A CONTRACT.

BENEFITS: Not applicable