

**PLEASANT VALLEY RECREATION & PARK DISTRICT
ADMINISTRATION OFFICE – ROOM #6
1605 E. BURNLEY ST., CAMARILLO, CALIFORNIA**

**PERSONNEL COMMITTEE
AGENDA**

**Wednesday, May 25, 2022
3:00 pm**

Please Note: In keeping in alignment with current orders from the Ventura County Health Officer, face coverings are not required but are welcomed and encouraged in indoor public settings and businesses. PVRPD thanks you for your cooperation and understanding.

This meeting will take place both in person and remotely in accordance with Government Code section 54953(e) et seq. (AB 361). Members of the public can participate in the meeting by choosing one of the following options:

1. Attend in person or
2. Join via Zoom -

Meeting Link: <https://us06web.zoom.us/j/84587870801>

Webinar ID: 883 5696 9530

Phone Number: 1-669-900-6833

- a. Cell Phone/Computer with Microphone: Click on the Zoom link included above. Enter your name so we may call on you when it is your turn to speak. The Chair will ask if anyone wishes to speak on the item. At that time, raise your hand by clicking the “Raise Hand” button. Follow the instructions below regarding speaking.
- b. Phone – If you wish to make a comment by phone during the public comment section of the meeting or on a specific agenda item, please call in to the listed phone number above and when prompted, enter the Webinar ID. You will then be admitted to the meeting and your line will be muted. The Chair will ask if anyone wishes to speak on the item. At that time, raise your hand by dialing *9. Then, follow the speaking instructions below.

Speaking Instructions

When it is your turn to speak, the Chair will call your name or the last four digits of the phone number you are calling from. You will have three minutes to address the Committee. **Please ensure all background noise is muted (TV, radio, etc.)** You will be prompted to unmute your microphone/phone. Unmute your device and begin by stating your name. After three minutes has elapsed your microphone will be muted, and the next speaker will be invited to speak.

- 1. CALL TO ORDER**
- 2. APPROVAL OF AGENDA**
- 3. PUBLIC/COMMITTEE COMMENTS**
- 4. JOB DESCRIPTIONS**
- 5. 2% COLA – UNREPRESENTED EMPLOYEES**
- 6. CLASSIFICATION & COMPENSATION STUDY DISCUSSION**

7. ORAL COMMUNICATIONS

8. CLOSED SESSION – PUBLIC EMPLOYEE COMPENSATION

The District's Personnel Committee will hold a closed session with the Districts General Manager, pursuant to Government Code Section 54957.6(a), to discuss the salary, compensation and fringe benefits provided to the General Manager.

9. ADJOURNMENT

Note: Written materials related to these agenda items are available for public inspection in the Office of the Clerk of the Board located at 1605 E. Burnley Street, Camarillo during regular business hours beginning the day preceding the Committee meeting.

Announcement: Should you need special assistance (i.e. a disability-related modification or accommodations) to participate in the Committee meeting or other District activities (including receipt of an agenda in an appropriate alternative format), as outlined in the Americans With Disabilities Act, or require further information, please contact the General Manager at 482-1996, extension 114. Please notify us 48 hours in advance to provide sufficient time to make a disability-related modification or reasonable accommodation.

**PLEASANT VALLEY RECREATION AND PARK DISTRICT
STAFF REPORT / AGENDA REPORT**

TO: PERSONNEL COMMITTEE

FROM: MARY OTTEN, GENERAL MANAGER
By: Kathryn Drewry, Human Resources Specialist

DATE: MAY 25, 2022

SUBJECT: REVIEW UPDATED JOB DESCRIPTIONS

SUMMARY

Regularly District staff reviews job descriptions to ensure they are accurate which can be especially important for the assignment of duties. They are a useful tool that assist supervisors and the employees who perform each job. This year the Recreation department has updated the job scope for their current positions.

BACKGROUND

Typically, as part of the budgetary process management staff reviews job descriptions to ensure they remain updated and reflect the current needs of the District. A job description contains the following components: job title, job purpose, job duties and responsibilities, required qualifications, preferred qualifications and working conditions. Job descriptions describe jobs in general terms. They do not provide an exhaustive list of specific tasks to be performed. Instead, provide a broad explanation of the job as it exists now.

ANALYSIS

Upon review of the Recreation department's job descriptions, it was determined that all needed updates. Each description was updated to exclude redundancies and minimize the need for outdated duties.

FISCAL IMPACT

There is currently no fiscal impact.

RECOMMENDATION

Review and consider updated job descriptions.

ATTACHMENTS

- 1) Development Analyst
- 2) Aquatic Center Assistant Manager
- 3) Aquatic Specialist
- 4) Lifeguard/WSI
- 5) Recreation/ Senior Leader
- 6) Recreation Coordinator
- 7) Recreation Manager
- 8) Recreation Specialist
- 9) Recreation Supervisor
- 10) Recreation Supervisor - Aquatics



Pleasant Valley Recreation and Park District Job Description

Job Title: _____ Aquatic Center Assistant Manager
Department: _____ Recreation
Reports To: _____ Recreation Supervisor or as assigned
FLSA Status: _____ Non-Exempt

Category: _____ Staff
Prepared Date: ~~February 2019~~
Approved by: Board of Directors
Approved Date: ~~March 6, 2019~~

SUMMARY: Under general supervision, this position performs a variety of complex and responsible aquatic and administrative duties to assist management and operation of a fast paced, indoor aquatic center in accordance with District policies and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Includes the following, with a focus on high quality customer service, in depth knowledge of aquatics and overall facility management and operation. Position will require some holiday, evening and/or weekend work assignments. Performs additional duties as assigned:

- May open, close, secure, and maintain a safe program environment and facility that align with District rules and regulations
- Develop, conduct, promote, supervise, and participate in various aquatic activities, programs, and rentals to include use of equipment, and District reports
- Respond to public inquiries made by telephone, correspondence, or during public meetings about assigned programs while maintaining a professional attitude and appearance
- Demonstrate continuous effort to improve operations, streamline work processes within the aquatic center and other departments
- Perform cash handling duties using basic mathematical calculations with speed and accuracy, receive payment, count money and make change, and prepare District reports
- Will support with marketing/programming material for the Aquatic Center
- Serve as lead support for aquatic staff to include scheduling management, in-service trainings, and lifeguard/programming support.
- Respond to injuries, and perform water rescues by administering First Aid, CPR, and rescue breathing if needed and adhering to District guidelines, policies & procedures
- Will assist in minor maintenance of recreational facilities to include setting up/breaking down equipment in addition to cleaning and stocking facilities
- ~~Represent self, District and Aquatic Center in a professional manner.~~
- ~~Possess excellent oral and written communication skills.~~
- ~~Possess strong math skills with the ability to apply basic addition and subtraction as well as calculate figures and amounts such as percentages, discounts, and fractions with a high degree of accuracy and detail.~~
- ~~Possess excellent cash handling skills to prepare and complete daily cash report and deliver money to bank.~~
- ~~Accurately check biweekly timecards for aquatic staff and submit to supervisor.~~
- ~~Plan, coordinate and conduct staff trainings and in-services to a team of 25-50 lifeguards in coordination with the Recreation Supervisor.~~
- ~~Prepare and review weekly employee schedules using online scheduling system.~~
- ~~Manage overall operation of aquatic center, staff, daily activities and programs.~~
- ~~Organize and manage large year-round comprehensive swim lesson program.~~
- ~~In coordination with Recreation Supervisor – plan, develop and conduct a variety of aquatic-related activities, programs, classes and events.~~
- ~~Schedule and arrange facility activities, rentals, maintain records, prepare invoices, prepare and submit program evaluations and department reports.~~
- ~~Prepare a variety of brochures, calendars, posters, flyers and related communication material to market District programs.~~
- ~~Assist with reviewing and proofing the District Activity Guide, website, brochures and other related material.~~



Pleasant Valley Recreation and Park District Job Description

- ~~Ensure the application of and compliance with established District Policies and Procedures.~~
- ~~Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.~~
- ~~Maintain an open and effective system of communication throughout the Aquatics Division and other divisions within the Recreation Services Department.~~
- ~~Successfully and accurately learn and use District online registration system.~~
- ~~Work cohesively with other Departments within the Pleasant Valley Recreation and Park District.~~
- ~~Perform a variety of miscellaneous duties such as answering phones, typing correspondence, data entry, picking up supplies needed for activities, collecting fees, Lifeguard and teach swim lessons when needed.~~
- ~~Perform other duties as assigned.~~

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Working knowledge of: common office practices; basic office equipment and software.
- Must possess excellent oral and written communication skills. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak before groups of customers or employees of organization.

EDUCATION and/or EXPERIENCE: A High School Diploma or GED with minimum of two years of lifeguard experience, or equivalent combination of education and experience. Previous supervisory, facility management, or college coursework highly desirable.

CERTIFICATES, LICENSES, REGISTRATIONS: American Red Cross certifications: Lifeguard, First Aid and CPR for the Professional Rescuer with Title 22 required and obtain Water Safety Instructor (WSI) certification within 12 months of employment; American Red Cross Lifeguard Instructor certification, Certified Pool Operator or Aquatic Facility Operator desirable. Position requires some amount of driving, therefore, must own a vehicle or have daily access to a vehicle, and possess a valid Driver's License with a clean California Department Motor Vehicle record, and maintain appropriate insurance on vehicle used in the course of business duties. Position may involve driving to events as a representative of the District.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee is required to lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. While performing the duties of this job, the employee is regularly required to stand, walk, sit, use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; talk or hear and taste or smell; climb and balance.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Works inside and outside in seasonal climate and weather conditions; works on slippery surfaces, where water and swimming pool chemicals are frequently encountered; may drive a vehicle to different locations; works irregular schedules including evenings, weekends, and holidays; and subject to emergency situations.



Pleasant Valley Recreation and Park District Job Description

Job Title: Aquatic Specialist
Department: Recreation
Reports To: Recreation Supervisor or as assigned
FLSA Status: Non-Exempt

Location: Aquatic Center
Prepared Date: March 2020
Approved by: Board of Directors
Approved Date: May 6, 2020

SUMMARY: Under general supervision, conducts programs and coordinates activities of paid and volunteer Recreation/Aquatic Division personnel at the Pleasant Valley Aquatic Center in order to provide opportunities and encourage and promote a healthy lifestyle for community residents.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Includes the following, with a focus of Quality Customer Service being primary for all positions. Position will require some holiday, evening and/or weekend work assignments. Perform other duties as assigned.

- Directly supervise and manage, part-time employees, contracted instructors, and volunteers. To include onboarding, training, scheduling, initial review of timecards, H.R related items while adhering to District guidelines, policies, and procedures
- Develop, conduct, promote, supervise, manage, and participate in various activities, programs, events, and rentals to include use of equipment, facility management and programming, while maintaining records, preparing evaluation reports on programs and maintain district reports
- Will provide support with marketing/programming material for recreational programs to include public relations, print materials, and digital media
- Will open, close, secure, setup/break-down and maintain a safe program environment and facilities that align with District rules and regulations
- Respond to public and internal inquiries made by telephone, correspondence, or during public meetings about activities, programs, and events while maintaining a professional attitude and appearance
- Evaluate programs and facilities to ensure optimum utilization and service to community to ensure recreation programs meet the needs of the community of all ages and abilities, while implementing market driven initiatives
- Demonstrate continuous effort to improve operations, streamline work processes within the District and outside organizations
- Present to the Board of Directors on specific activities, events, and programs and provide input and data on projects to the Recreation Supervisor for Staff Reports
- Perform cash handling duties using basic mathematical calculations with speed and accuracy, receive payment, count money and make change, and prepare District reports
- Respond to injuries by administering First Aid, CPR, and rescue breathing if needed and adhering to District guidelines, policies & procedures
- Maintain communications and effective working relationships with co-workers, supervisors, other governmental agencies non-profit organizations, civic groups, elected and appointed officials, community groups and the public-at-large
- Under supervision assures that areas of responsibility are within the budget; performs cost control activities; monitors revenues and expenditures to assure sound fiscal control; provides information and data for the preparation of budget
- Attend and participate in professional group meetings/training staying abreast of new trends and innovations in the field of recreation and parks
- ~~Ability to, as assigned, coordinate and work with part-time staff, volunteers, the public and diverse populations.~~
- ~~Develop and conduct assigned programs and activities to achieve goals within available resources; trains, motivates and evaluates assigned part-time staff, reviews progress and recommends changes as needed.~~
- ~~Provide feedback to recreation management; makes presentation to supervisors, boards, civic groups and the general public.~~
- ~~Communicate official plans, policies and procedures to part-time staff and the general public.~~



Pleasant Valley Recreation and Park District Job Description

- ~~Under supervision assures that areas of responsibility are performed within the budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.~~
- ~~Determine work procedures, prepares work schedules for part-time staff, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.~~
- ~~Accurately check biweekly timecards for assigned staff and submit to supervisor.~~
- ~~Plan, coordinate and conduct staff trainings and in-services to a team of 25-50 recreation staff members in coordination with direct supervisor.~~
- ~~Prepare and review weekly employee schedules using online scheduling system.~~
- ~~Assist direct supervisor with the management and overall operation of assigned program and/or center, staff, and daily activities.~~
- ~~Assists in the development and promotion of recreation program including music, dance, arts and crafts, cultural arts, senior services, nature study, swimming, social recreation, special events and games.~~
- ~~Adapt recreation programs to meet needs of the public.~~
- ~~Introduce new program activities, equipment, and materials to customers.~~
- ~~Interpret recreation service to public and participates in community meetings and organizational planning.~~
- ~~Work in teams with administrative or other professional personnel to ensure that recreation is well balanced, coordinated, and integrated with special services.~~
- ~~As assigned, issue written and oral instructions; assign duties and examines work for exactness, neatness, and conformance to policies and procedures.~~
- ~~Performs or assists subordinates in performing duties; adjusts errors and complaints.~~
- ~~Prepare a variety of studies, reports and related information for decision-making purposes.~~
- ~~Prepares attendance, accident and routine accounting reports.~~
- ~~Supervise classes, workshops and activities for persons engaged in the programs and co-sponsored programs. Coordinate part-time staff in the development and implementation of programs.~~
- ~~Perform a variety of miscellaneous duties such as answering phones, typing correspondence, picking up supplies needed for activities, conducting classes, selling tickets, collecting fees, officiating at~~

~~events/classes; making arrangements for rentals and use of facilities, helping set up for classes, events, etc.~~

- ~~Prepares for review a variety of brochures, calendars, letters, posters, news releases, flyers, and related communications regarding programs.~~
- ~~Promote interest and provides information regarding programs to community officials, other recreation officials, community service groups, other departments/divisions, and the general public.~~
- ~~Oversee the custodial maintenance of assigned park or facility.~~
- ~~May serve as a member of various employee committees, as assigned.~~
- ~~Assist in the planning and management of any concession related activities, including design, layout, operation, inventory, contracting and staffing.~~
- ~~Serve as an information resource to other divisions, departments outside agencies, and the general public.~~
- ~~Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of recreation and parks.~~
- ~~Assist with surveying and educating the community on recreation programs.~~
- ~~Successfully and accurately learn and use District online registration system.~~
- ~~Assist other staff in a variety of special events or special projects.~~
- ~~May require some Holiday, evening, and/or weekend work assignments.~~



Pleasant Valley Recreation and Park District Job Description

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Thorough to comprehensive knowledge of: operations, services and activities of parks and recreation programs; principles and practices of recreation program development and administration; marketing theories, principles and practices as related to recreation services; principles of budget preparation and control; procurement practices; principles of supervision, training, and performance evaluation.
- Thorough to comprehensive ability to: read, analyze, and interpret documents in area of expertise, technical procedures, or government regulations; write reports, correspondence and procedure manuals; communicate effectively in written and oral form; present information and respond to questions.
- Knowledge of: principles and practices of planning, developing and directing creative and innovative aquatics programs; principles and practices of water safety, swim instruction, lifeguarding, first aid and CPR instruction; regulations, techniques and procedures pertaining to the operation and maintenance of public swimming pools and aquatic facilities.

EDUCATION and/or EXPERIENCE: Recommended Associates Degree in Recreation Management, Business, Communications, Public Administration, Sociology or a related field with minimum of two years of progressive experience, management responsibility, working with the public or equivalent combination of education and experience. A Bachelor's Degree is preferred. Previous experience working within the field of recreation of program development is desirable, or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS: Required certificates include: Current American Red Cross (ARC) certifications in Lifeguarding, CPR, First Aid & Oxygen Administration; Title 22; ARC Lifeguard Instructor; CPR for the Professional Rescuer, Water Safety Instructor (WSI), and preferred certifications include: Water Safety Instructor Trainer (WSIT), and Emergency Response Trainer. Position requires average amount of driving, therefore, must have daily access to a vehicle, and possess a valid Driver's License, and maintain appropriate insurance on vehicle used in the course of business duties. Position may involve driving to events as a representative of the District. Successful completion of tuberculosis, drug and alcohol screening and criminal justice fingerprint clearance/background check required.

PHYSICAL DEMANDS: Swimming sufficient to perform lifesaving techniques and rescues; travels across wet, sloping surfaces; vision and hearing sufficient to and communicate across a noisy public swimming pool; speaking sufficient to exchange information in person, on the telephone, or at formal presentations; dexterity of hands and fingers to operate pool equipment; bending, stooping, reaching, kneeling, or crouching; sitting or standing for extended periods of time; and lifts, pushes and pulls 50 pounds when responding to emergency lifesaving situations. **Hazards:** Chemicals associated with a swimming pool; contact with blood, other body fluids, and communicable diseases; and slippery, uneven surfaces.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Works inside and outside in seasonal climate and weather conditions; works on slippery surfaces, where water and swimming pool chemicals are frequently encountered. This position may require overtime and adjusted schedules for special events; and subject to emergency situations.



Pleasant Valley Recreation and Park District Job Description

Job Title: Development Analyst
Department: ~~Administration~~ Recreation
Reports To: ~~General~~ Manager ~~Recreation~~
Manager
FLSA Status: Exempt (PTYR Non-Exempt)

Category: Management
Prepared Date: ~~March 2020~~
Approved by: Board of Directors
Approved Date: ~~May 6, 2020~~

SUMMARY: Under general supervision, performs a variety of complex and responsible administrative duties in the areas of fund development and communications. Primary responsibilities are to provide leadership oversight and strategy in three areas: Major Gifts and Advancement, Corporate Relations, and Research and Grant Management. Implements marketing, sales, and revenue development strategies to meet the current and future financial needs of the Pleasant Valley Recreation and Park District. Applies strong leadership vision, creativity and focus to the task of identifying additional sustainable revenue streams. Evaluates and enhances existing resource development and fundraising activities, recommends enhancements to current systems, processes and structure, and collaborates with department leaders to maximize major gifts, corporate relations, and grant revenue.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Includes the following, with a focus of Quality Customer Service being primary for all positions. Will require some holiday, evening, and/or weekend work assignments. Performs additional duties as assigned.

- Develop & manage District marketing strategies and promotional campaigns that build sustainable revenue for the District. This position must collaborate closely with the Foundation for Pleasant Valley Recreation and Parks to coordinate a District-wide understanding of mutual marketing and advertising goals and expectations.
- Align sales and marketing strategy with District-wide planning and business planning efforts.
- Lead and plan the work of sales and marketing staff to effectively plan, organize and implement revenue strategies that include market segment profiles, perceptions of District value propositions, and long and short term programs and campaigns designed to improve and/or maintain market perceptions. Stimulate public interest and patronage of District facilities, programs and events.
- Provide oversight and guidance to effectively manage the District's collaborations and relationships with supporting non-profits, and guide strategy for increasing the return on investment from gifting programs, fulfillment, grants, planned giving and individual giving activities.
- Establish an effective community-based marketing corporate relations program that includes the cultivation of positive relationships with business and industry that heighten interest in their financial support of the District and Foundation.
- Build collaborative relationships and maintain communication to develop an understanding of the operational needs and expectations of key departments, the District's role in the community at large, and the goals of the individual program areas.
- Develop and lead the fund development, marketing strategies to meet the goals and objectives of both the ~~Pleasant Valley Recreation and Park~~ District as well as the Foundation.
- Meet prospective donors and supporters on a continual basis to establish effective communications with them.
- Grow the donor program including identification, cultivation and solicitation of donors.
- Maintain gift and/or donor-based database, tracking system and recognition program.
- Make public appearances/accept speaking engagements to share information about the District and Foundation ~~for Pleasant Valley Recreation and Parks.~~
- Support website maintenance and management, update regularly with relevant promotions and events
- Manage social media systems and postings for the Foundation & District.
- Oversee grants including research, proposal writing, and reporting requirements.



Pleasant Valley Recreation and Park District Job Description

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Working to considerable knowledge of: principles and techniques of administrative and fiscal analysis, organization and staffing.
- Working to considerable ability to: prepare a variety of reports and recommendations, communicate orally and in writing, establish and maintain effective working relationships with co-workers, the general public and donors.
- Thorough knowledge of: current records technology, State code, District ordinances, and regulations governing the transcription, maintenance and disposition of official records.
- Thorough skills to: use a variety of current computer-based document transcription, storage, and retrieval systems and various types of standard office equipment.

EDUCATION and/or EXPERIENCE: Bachelor's Degree in Business, Advertising, Communications, Fund Development or related field with minimum of four (4) years of progressive experience, administrative responsibility, or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS: Position may require an average amount of driving, therefore, must have daily access to a vehicle, and possess a valid California driver's license, and maintain appropriate insurance on vehicle used in the course of business duties. Position may involve driving to events as a representative of the District. CPR and First Aid Certification required no later than six (6) months after employment. Successful completion of tuberculosis, drug and alcohol screening and criminal justice fingerprint clearance/background check required.

PHYSICAL DEMANDS: Mobility: Frequent use of office equipment; frequent sitting for long periods of time; occasional bending or squatting. Lifting: frequently up to 10 pounds; occasionally up to 25 pounds. Vision: constant use of overall vision, frequent reading and close-up work; occasional color and depth vision. Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding and reaching. Hearing/Talking: frequent hearing and talking, in person and on the phone. Emotional/Psychological: frequent concentration; frequent public and/or coworker contact; occasional working alone. Environmental: frequent exposure to noise.

WORK ENVIRONMENT: Work is performed in a typical temperature-controlled office environment subject to typical office noise. The positions will mostly be in a fast-paced office environment requiring the ability to multi-task. Positions may require occasional weeknights and weekends or schedule adjustments due to special events and/or meetings.



Pleasant Valley Recreation and Park District Job Description

Job Title: Lifeguard
Department: Recreation
Reports to: Recreation Supervisor or as assigned
FLSA Status: Non-exempt

Location: Aquatic Center
Prepared Date: April 2018
Approved by:
Approved Date:

SUMMARY: Under direct supervision, provides swimming instruction for various levels of classes. Performs life guarding duties for public swimming and instruction.

ESSENTIAL DUTIES AND RESPONSIBILITIES: A focus of quality customer service being primary for all positions. Performs other duties as assigned. Position will require some holiday, evening and/or weekend work assignments. Lifeguard requires the following:

- Instruct and/or assist with instruction of swimming lessons of all ages and abilities by following a structured lesson plan
- Respond to public inquiries made by telephone, correspondence, while maintaining a professional attitude and appearance
- May open, close, secure, and maintain a safe program environment and facility by enforcing District rules and regulations
- Respond to injuries, and perform water rescues by administering First Aid, CPR, and rescue breathing if needed and adhering to District guidelines, policies & procedures
- Will assist in minor maintenance of recreational facilities to include setting up/breaking down equipment in addition to cleaning and stocking facilities
- Perform cash handling duties using basic mathematical calculations with speed and accuracy, receive payment, count money and make change, and prepare District reports
- ~~Perform water rescues and provide CPR, first aid and rescue breathing as needed~~
- ~~Instruct and/or assist with instruction of swimming lessons of all ages and abilities by following a structured lesson plan~~
- ~~Perform accurate cash register operations and ability to count money using addition and subtraction~~
- ~~Ability to communicate effectively with co-workers and customers in person and over the phone~~
- ~~Perform set up and breakdown of facility equipment as needed~~
- ~~Assume a professional attitude and appearance at all times while on duty~~
- ~~Considerately and patiently enforce facility rules to provide a safe environment and maintain order in swimming areas~~
- ~~Perform daily cleaning of pool, deck, locker rooms, restrooms, lobby and other areas as assigned~~
- ~~Perform other duties as assigned~~

Education/Experience: A valid work permit is required if you have not graduated high school or received a GED at time of hire.

- ~~Lifeguard: must be at least 16 years old with valid American Red Cross certifications as listed below.~~
- ~~Water Safety Instructor (WSI): must be at least 16 years old with both Lifeguard and Water Safety Instructor certification; six (6) months experience teaching swim lessons. While performing the duties of a WSI, employees will earn a 10% differential above their regular rate of lifeguard pay. WSI's hired prior to January 1, 2019, will remain at their current rate of pay and not be eligible for this differential.~~

CERTIFICATIONS, LICENSES, REGISTRATIONS: Required American Red Cross certifications (before start of employment): Lifeguarding, Standard First Aid, CPR for the Professional Rescuer and AED. In addition to the required certifications, the American Red Cross WSI (Water Safety Instructor Certification) is preferred for Lifeguards and **required** for Water Safety Instructors. This position requires less than average amount of driving for those over 18 years of age and therefore must have daily access to a vehicle and possess a valid California Driver's License and maintain appropriate insurance on vehicles used in the course of business duties. Position may involve driving to events as a representative of the District. The successful candidate must pass a Department of Justice Live Fingerprint Scan, Background/Reference Check, Screenings for Alcohol, Drug and Tuberculosis prior to the start of employment.



Pleasant Valley Recreation and Park District Job Description

EDUCATION and/or EXPERIENCE: A valid work permit is required if you have not graduated high school or received a GED at time of hire.

- Lifeguard: must be at least 15.5 years old with valid American Red Cross certifications as listed above.
- Water Safety Instructor (WSI): must be at least 16 years old with both Lifeguard and Water Safety Instructor certification; six (6) months experience teaching swim lessons. While performing the duties of a WSI, employees will earn a 10% differential above their regular rate of lifeguard pay.

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PHYSICAL DEMANDS: Swimming sufficient to perform lifesaving techniques and rescues; travels across wet, sloping surfaces; vision and hearing sufficient to and communicate across a noisy public swimming pool; speaking sufficient to exchange information in person, on the telephone, or at formal presentations; dexterity of hands and fingers to operate pool equipment; bending, stooping, reaching, kneeling, or crouching; sitting or standing for extended periods of time; and lifts, pushes and pulls 50 pounds when responding to emergency lifesaving situations. The employee must frequently lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.—Hazards: Chemicals associated with a swimming pool; contact with blood, other body fluids, and communicable diseases; and slippery, uneven surfaces.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Works inside and outside in seasonal climate and weather conditions; works on slippery surfaces, where water and swimming pool chemicals are frequently encountered; may drive a vehicle to different locations; works irregular schedules including evenings, weekends, and holidays; and subject to emergency situations.



Pleasant Valley Recreation and Park District Job Description

Job Title: Recreation Coordinator
Department: Recreation
Reports To: General Manager Recreation
Supervisor or as assigned
FLSA Status: Non-Exempt

Category: Staff
Prepared Date: April 2015
Approved By: Board of Directors
Approved Date: July 1, 2015

SUMMARY: To supervise, assign and review the work of staff responsible for various programs; to oversee and participate in all work activities; and to perform a variety of technical tasks relative to assigned area of responsibility.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Includes the following, with a focus of Quality Customer Service being primary for all positions. Position will require some holiday, evening and/or weekend work assignments. Performs related duties as assigned.

- Directly supervise and manage full-time, part-time employees, contracted instructors, and volunteers. To include onboarding, training, scheduling, professional development, H.R related items while adhering to District guidelines, policies, and procedures
- Develop, conduct, promote, supervise, manage, and participate in various activities, programs, events, and rentals to include use of equipment, facility management and programming, while maintaining records, preparing evaluation reports on programs and maintain district reports
- Will provide support with marketing/programming material for recreational programs to include public relations, print materials, and digital media
- Will open, close, secure, setup/break-down and maintain a safe program environment and facilities that align with District rules and regulations
- Respond to public and internal inquiries made by telephone, correspondence, or during public meetings about activities, programs, and events while maintaining a professional attitude and appearance
- Evaluate programs and facilities to ensure optimum utilization and service to community to ensure recreation programs meet the needs of the community of all ages and abilities, while implementing market driven initiatives
- Demonstrate continuous effort to improve operations, streamline work processes within the District and outside organizations
- Present to the Board of Directors on activities, events, and programs and provide input, data, and support to the Recreation Supervisor for Staff Reports
- Perform cash handling duties using basic mathematical calculations with speed and accuracy, receive payment, count money and make change, and prepare District reports
- Respond to injuries by administering First Aid, CPR, and rescue breathing if needed and adhering to District guidelines, policies & procedures
- Maintain communications and effective working relationships with co-workers, supervisors, other governmental agencies non-profit organizations, civic groups, elected and appointed officials, community groups and the public-at-large
- Participate in the preparation and administration of the recreation division budget: submit budget recommendations; monitor expenditures
- Attend and participate in professional group meetings/training staying abreast of new trends and innovations in the field of recreation and parks.
- ~~Implement and maintain ongoing training programs to enhance individual development in service, program knowledge, interpersonal and technical skills.~~
- ~~Direct, coordinate and review the work plan for assigned programs; meet with staff to identify and resolve problems; assign work activities and projects; monitor work flow; review work products, methods and procedures; assist other staff in a variety of special events or special projects.~~
- ~~Participate in the selection of program staff and volunteers; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.~~



Pleasant Valley Recreation and Park District Job Description

- ~~Plan, prioritize, assign, supervise and review the work of assigned staff responsible for providing recreation programs; provide responsible staff assistance to the division supervisor; prepare and present staff reports and other necessary correspondence.~~
- ~~Initiate, direct, coordinate and supervise a variety of recreational programs and activities.~~
- ~~Procure equipment and supplies as required for assigned program; coordinate with management and other public and private agencies in procuring materials and equipment for program use.~~
- ~~Recommend and assist in the implementation of goals and objectives; implement approved policies and procedures.~~
- ~~Serve as an information resource to other divisions, departments outside agencies, and the general public.~~
- ~~Identify opportunities for improving service delivery methods and procedures; review with appropriate management staff; implement improvements.~~
- ~~Serve as liaison between Pleasant Valley Recreation and Park District and Community Service Groups; negotiate and resolve significant and controversial issues.~~
- ~~Plan and coordinate marketing efforts; make presentations to professional groups, and social and community organizations; assist in design of brochures, flyers, bulletin boards and other publicity releases; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of recreation and parks.~~
- ~~Participate in the preparation and administration of the recreation division budget; submit budget recommendations; monitor expenditures.~~
- ~~Maintain records and prepare evaluation reports on new or ongoing programs; document the number of registrations and fees collected; maintain and file accident reports; prepare statistical reports as required.~~
- ~~Coordinate various recreation programs; develop event schedules and supply appropriate staffing levels; attend scheduled events and assess program fulfillment of community needs.~~
- ~~Plan, organize and supervise a variety of age-specific recreation activities and special events; solicit sponsorships for various special events; follow-up with potential supporters as appropriate.~~
- ~~Coordinate co-sponsorships with commercial businesses and non-profit agencies to provide financial support in offering a wide variety of special events.~~
- ~~Assist with surveying and educating the community on recreation programs.~~
- ~~May require some Holiday, evening, and/or weekend work assignments.~~

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Thorough to comprehensive knowledge of: operations, services and activities of parks and recreation programs; principles and practices of recreation program development and administration; marketing theories, principles and practices as related to recreation services; principles of budget preparation and control; procurement practices; principles of supervision, training, and performance evaluation.
- Thorough to comprehensive ability to: read, analyze, and interpret documents in area of expertise, technical procedures, or government regulations; write reports, correspondence and procedure manuals; communicate effectively in written and oral form; present information and respond to questions.

EDUCATION and/or EXPERIENCE: Recommended Bachelor's Degree with emphasis in Recreation or a closely related field; two years (2) in public group recreational activity leadership experience including supervisory, public relations, marketing skills. Knowledge of principles and techniques pertaining to the specialized program activities and program marketing and evaluation methods; or an equivalent combination of education and experience.



Pleasant Valley Recreation and Park District Job Description

CERTIFICATES, LICENSES, REGISTRATIONS: Position requires average amount of driving, therefore, must have daily access to a vehicle, and possess a valid California driver's license, and maintain appropriate insurance on vehicle used in the course of business duties. Position may involve driving to events as a representative of the District. CPR and First Aid Certification required no later than six (6) months after employment. Successful completion of tuberculosis, drug and alcohol screening and criminal justice fingerprint clearance/background check required.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; sit; twist, and use hands to finger, handle, or feel. The employee is frequently required to walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must frequently lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually loud.



Pleasant Valley Recreation and Park District Job Description

Job Title: Recreation Leader & Senior Leader
Department: Recreation
Reports To: Recreation Supervisor or as assigned
FLSA Status: ~~Non-Exempt~~

FLSA Status: ~~Non-Exempt~~
Prepared Date: June 2019
Approved By:
Approved Date:

SUMMARY: Under general supervision, assist with recreation programs and activities ~~in order to~~ provide opportunities and encourage and promote a healthy lifestyle for community residents, based on District rules, regulations, policies and procedures. May work with any aspect of recreation programs and/or work in any assigned division or department; ~~Administration, Parks, Recreation — aquatics, classes, senior services and youth and adult sports, marketing, community outreach and special events. Conducts, instructs and monitors recreational program activities within one or more assigned program areas, based on District rules, regulations, policies and procedures.~~

ESSENTIAL DUTIES AND RESPONSIBILITIES: A focus of Quality Customer Service being primary for all positions. Performs other duties as assigned. Position will require some holiday, evening and/or weekend work assignments. Recreation Leader and Senior Recreation requires the following:

- ~~• Opens, closes, secures and maintains a safe program environment and facility; conducts safety checks as required.~~
- ~~• Administers First Aid and CPR as needed.~~
- ~~• Show respect and sensitivity for cultural differences; promotes a harassment-free environment; builds a diverse workforce.~~
- ~~• Ensure that appropriate image and approach and respect are being consistently exercised.~~
- ~~• Demonstrate continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.~~
- ~~• Set up and take down program equipment as required (i.e., cones, mats and bases on fields, balls, chairs, tables, scorecards, sign-in sheets, set up concession stand(s), remove and place program or event signage as appropriate, open and close applicable rooms) and prepare venue for activities and events; supervise and coach participants; maintain equipment and facilities in clean and safe condition; communicate with general public, community resource agencies, and other organizations in order to coordinate and promote program activities.~~
- ~~• Instruct various arts, crafts, games, classes, and sports; explain the rules and techniques for specific activities; evaluate performance of program participants and assist with skills improvement.~~
- ~~• Assist in the development and promotion of recreation programs, including but not limited to music, dance, arts and crafts, cultural arts, nature study, swimming, social recreation, youth and adult sports, and games.~~
- ~~• Maintain order during activities and enforce District rules and regulations (i.e., wearing required safety equipment).~~
- ~~• Issue and receive recreation equipment specific to the program or event (i.e., skate board elbow and kneepads, balls, scorecards, sign-in sheets, remove, and place program or event signage as appropriate).~~
- ~~• Walk distances of a few feet to several hundred yards to observe the field, program or event and participants frequently during the program.~~
- ~~• Prepare score sheets, statistics, and written reports; maintain records and reports for accidents, incidents, emergency, attendance, activity, registration, web site updates and reservations; perform program surveys and evaluations.~~
- ~~• Respond to public inquiries made by telephone, correspondence, or during public meetings about assigned programs.~~
- ~~• Perform cash handling duties using basic mathematical calculations with speed and accuracy, receive payment, count money and make change, and prepare the cash report for the day, shift, or event.~~
- ~~• Assist with surveying and educating the community on recreation programs.~~
- ~~• May assist in minor maintenance of recreational facilities and equipment including cleaning and stocking facilities, set up and clean up.~~



Pleasant Valley Recreation and Park District Job Description

- ~~May require some Holiday, evening, and/or weekend work assignments.~~
- ~~May assist in designing print ads, flyers, and banners for marketing and information purposes.~~

- ~~Assists in researching, writing and distributing press releases to targeted media.~~
- ~~Assists with the format, layout and customization of documents and presentations.~~
- ~~Create visual aspects of marketing materials, websites and other media, including infographics.~~
- ~~May open, close, secure, and maintain a safe program environment and facility that align with District rules and regulations~~
- ~~Develop, conduct, promote, supervise, and participate in various athletic, craft, social, cultural, and instructional activities to include use of equipment, and District reports~~
- ~~Respond to public inquiries made by telephone, correspondence, or during public meetings about assigned programs while maintaining a professional attitude and appearance~~
- ~~Respond to injuries, by administering First Aid and CPR if needed and adhering to District guidelines, policies & procedures~~
- ~~Demonstrate continuous effort to improve operations, streamline work processes~~
- ~~Perform cash handling duties using basic mathematical calculations with speed and accuracy, receive payment, count money and make change, and prepare District reports~~
- ~~Will assist in minor maintenance of recreational facilities to include setting up/breaking down equipment and cleaning, stocking facilities~~
- ~~May assist with marketing, presentations, and District public appearances~~

SENIOR LEADER:

- May act as the Camp or Assistant Camp Director for the District's summer camp program or may act as Lead for the Excursion Program.
- ~~Will be able to fill in for the Senior Leader II as needed.~~
- Assist ~~Recreation Coordinator~~ with staff schedules.
- Provide input on yearly performance reviews.
- Will serve in a lead capacity for other Recreation Leaders.
- ~~May help with specific programs.~~

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- ~~Working knowledge of: common office practices; basic office equipment and software.~~
- ~~Must possess excellent oral and written communication skills. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak before groups of customers or employees of organization.~~

CERTIFICATES, LICENSES, REGISTRATIONS: Some positions require an average amount of driving, therefore, if assigned to such positions, the employee must own a vehicle or have daily access to a vehicle, and possess a valid California Driver's License, and maintain appropriate insurance on vehicle used in the course of business duties. ~~Position may involve driving to events as a representative of the District.~~ CPR and First Aid Certification required within first six (6) months of hire date. At the option of the Department Manager or Recreation Supervisor, persons hired into this position may be required to either possess at entry or obtain within specified time limits designated licenses, ~~certificates~~certificates, or specialized education



Pleasant Valley Recreation and Park District Job Description

and training relevant to the area of assignment. Successful completion of tuberculosis screening and criminal justice fingerprint clearance/background check required.

EDUCATION and/or EXPERIENCE:

- Recreation Leader: Must possess a valid work permit and have completed two-one years of High School. Volunteer or paid work experience with youth/teens/seniors is desirable. -
- Senior Leader: thirty (30) units of applicable college course work, and; two (2) years recreation or volunteer related experience.

Or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

Commented [KS1]: Do we want to put preferred?

PHYSICAL DEMANDS: -The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; sit; twist, and use hands to finger, handle, or feel. The employee is frequently required to walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear for extended periods of time. The employee must frequently lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 75 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this

job, the employee is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually loud.



Pleasant Valley Recreation and Park District Job Description

Job Title: Recreation Specialist
Department: ~~Based on~~
Assignment: Recreation
Reports To: Recreation Coordinator or as assigned

FLSA Status: Non-Exempt
Category: Staff
Prepared Date: April 2015
Approved by: Board of Directors
Approved Date: July 1, 2015

SUMMARY: Under general supervision, conducts programs and coordinates activities of paid and volunteer Recreation Division personnel at assigned parks and facilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Includes the following, with a focus of Quality Customer Service being primary for all positions. Position will require some holiday, evening and/or weekend work assignments. Performs other duties as assigned.

- Directly supervise and manage, part-time employees, contracted instructors, and volunteers. To include onboarding, training, scheduling, initial review of timecards, H.R related items while adhering to District guidelines, policies, and procedures
- Develop, conduct, promote, supervise, manage, and participate in various activities, programs, events, and rentals to include use of equipment, facility management and programming, while maintaining records, preparing evaluation reports on programs and maintain district reports
- Will provide support with marketing/programming material for recreational programs to include public relations, print materials, and digital media
- Will open, close, secure, setup/break-down and maintain a safe program environment and facilities that align with District rules and regulations
- Respond to public and internal inquiries made by telephone, correspondence, or during public meetings about activities, programs, and events while maintaining a professional attitude and appearance
- Evaluate programs and facilities to ensure optimum utilization and service to community to ensure recreation programs meet the needs of the community of all ages and abilities, while implementing market driven initiatives
- Demonstrate continuous effort to improve operations, streamline work processes within the District and outside organizations
- Present to the Board of Directors on specific activities, events, and programs and provide input and data on projects to the Recreation Supervisor for Staff Reports
- Perform cash handling duties using basic mathematical calculations with speed and accuracy, receive payment, count money and make change, and prepare District reports
- Respond to injuries by administering First Aid, CPR, and rescue breathing if needed and adhering to District guidelines, policies & procedures
- Maintain communications and effective working relationships with co-workers, supervisors, other governmental agencies non-profit organizations, civic groups, elected and appointed officials, community groups and the public-at-large
- Under supervision assures that areas of responsibility are within the budget; performs cost control activities; monitors revenues and expenditures to assure sound fiscal control; provides information and data for the preparation of budget
- Attend and participate in professional group meetings/training staying abreast of new trends and innovations in the field of recreation and parks.
- ~~Ability to, as assigned, coordinate and work with part-time staff, volunteers, the public and diverse populations.~~
- ~~Develop and conduct assigned programs and activities to achieve goals within available resources; trains, motivates and evaluates assigned part-time staff, reviews progress and recommends changes as needed.~~
- ~~Provide feedback to recreation management; makes presentation to supervisors, boards, civic groups and the general public.~~
- ~~Communicate official plans; policies and procedures to part-time staff and the general public.~~



Pleasant Valley Recreation and Park District Job Description

- ~~Under supervision assures that areas of responsibility are performed within the budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.~~
- ~~Determine work procedures, prepares work schedules for part-time staff, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.~~
- ~~Assists in the development and promotion of recreation program including music, dance, arts and crafts, cultural arts, senior services, nature study, swimming, social recreation, special events and games.~~
- ~~Adapt recreation programs to meet needs of the public.~~
- ~~Introduce new program activities, equipment, and materials to customers.~~
- ~~Interpret recreation service to public and participates in community meetings and organizational planning.~~
- ~~Work in teams with administrative or other professional personnel to ensure that recreation is well balanced, coordinated, and integrated with special services.~~
- ~~As assigned, issue written and oral instructions; assign duties and examines work for exactness, neatness, and conformance to policies and procedures.~~
- ~~Performs or assists subordinates in performing duties; adjusts errors and complaints.~~
- ~~Prepare a variety of studies; reports and related information for decision-making purposes~~
- ~~Prepares attendance, accident and routine accounting reports.~~
- ~~Supervise classes, workshops and activities for persons engaged in the programs and co-sponsored programs. Coordinate part-time staff in the development and implementation of programs.~~
- ~~Perform a variety of miscellaneous duties such as answering phones, typing correspondence, picking up supplies needed for activities, conducting classes, selling tickets, collecting fees, officiating at events/classes; making arrangements for rentals and use of facilities, helping set up for classes, events, etc.~~
- ~~Prepares for review a variety of brochures, calendars, letters, posters, news releases, flyers, and related communications regarding programs.~~
- ~~Promote interest and provides information regarding programs to community officials, other recreation officials, community service groups, other departments/divisions, and the general public.~~
- ~~Oversee the custodial maintenance of assigned park or facility.~~
- ~~May serve as a member of various employee committees, as assigned.~~
- ~~Assist in the planning and management of any concession related activities, including design, layout, operation, inventory, contracting and staffing.~~

- ~~Serve as an information resource to other divisions, departments outside agencies, and the general public.~~
- ~~Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of recreation and parks.~~
- ~~Assist with surveying and educating the community on recreation programs.~~
- ~~Assist other staff in a variety of special events or special projects.~~
- ~~May require some Holiday, evening, and/or weekend work assignments.~~

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Thorough to comprehensive knowledge of: operations, services and activities of parks and recreation programs; principles and practices of recreation program development and administration; marketing theories, principles and practices as related to recreation services; principles of budget preparation and control; procurement practices; principles of supervision, training, and performance evaluation.
- Thorough to comprehensive ability to: read, analyze, and interpret documents in area of expertise, technical procedures, or government regulations; write reports, correspondence and procedure



Pleasant Valley Recreation and Park District Job Description

manuals; communicate effectively in written and oral form; present information and respond to questions.

EDUCATION and/or EXPERIENCE: Recommended Associates degree with major course work in applicable field; and two years of experience working with recreation programs, including six months of lead or supervisory responsibility, or one year of paid experience in supervision of public recreation programs involving supervision of part-time recreation leaders, personnel, and volunteers (2,000 hours of part-time and/or internship experience is equivalent to one year of full-time experience), or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS: Position requires average amount of driving, therefore, must have daily access to a vehicle, and possess a valid California driver's license and maintain appropriate insurance on vehicle used in the course of business duties. Position may involve driving to events as a representative of the District. CPR and First Aid Certification required no later than six (6) months after employment. Successful completion of tuberculosis, alcohol and drug screenings and criminal justice fingerprint clearance/background check required.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential ~~functions.~~functions. While performing the duties of this job, the employee is frequently required to stand; sit; twist, and use hands to finger, handle, or feel. The employee is frequently required to walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must frequently lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually loud. This position may require overtime and adjusted schedules for special events.



Pleasant Valley Recreation and Park District Job Description

Job Title: Recreation Supervisor - Aquatics
Department: Recreation
Reports To: Recreation Manager
FLSA Status: Exempt

Category: Management
Prepared Date: June 2020
Approved by: Board of Directors
Approved Date: July 1, 2020

SUMMARY: Plans, oversees and supervises comprehensive recreational programs of aquatics, cultural, arts, youth ~~or~~ and adult sports, contract classes, senior citizen programs or other recreation programs involving the supervision of group instructors, contractors, staff and volunteers in the planning of activities and events. Performs contract administration for contractual instructors. Prepares and administers department/section budget. Ensures safe work practices, work quality and accuracy; prepares, supervises and maintains work records and reports; serves as a technical resource for assigned personnel. Provides written and oral reports to the Recreation Services Manager, General Manager, and the Board of Directors.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Includes the following, with a focus of Quality Customer Service being primary for all positions. Position will require some holiday, evening, and/or weekend work assignments. Performs additional duties as assigned.

- ~~• Responsible for planning, directing, organizing and controlling the operational budget.~~
- ~~• Establish and maintain an open and effective system of communication throughout the organization.~~
- ~~• Advocate and work closely with citizens and other service providers in a cooperative community response to program needs including but not limited to non-profit organizations, Pleasant Valley Recreation & Park Foundation, civic groups, and other governmental agencies.~~
- ~~• Directly supervise assigned employees and program volunteers; interview, hire and train new employees; address employee complaints and resolve personnel issues; plan, assign and schedule assigned employees.~~
- ~~• Adapt recreation programs to meet the needs of the District's clientele of all ages and abilities.~~
- ~~• Maintain communications and effective working relationships with co-workers, supervisors, other governmental agencies, elected and appointed officials, community groups and the public-at-large.~~
- ~~• Prepare calendar of events, including newsletters, public relations announcements, and other similar communications.~~
- ~~• Ability to communicate effectively with the general public, organization, employees, user groups, and community leaders in oral and written form.~~
- ~~• Plan, implement, schedule and evaluate special events and activities related to program to which assigned.~~
- ~~• Participate in training of recreation staff and volunteers as needed.~~
- ~~• Serve as liaison between Pleasant Valley Recreation and Park District and Community Service Groups; negotiate and resolve significant and controversial issues.~~
- ~~• Coordinate and solicit co-sponsorships with commercial businesses and non-profit agencies to provide financial support in offering a wide variety of special events. Follow up with potential supporters as appropriate.~~
- ~~• Develop and implement training programs to improve/develop employee skills.~~
- ~~• May require some Holiday, evening, and/or weekend work assignments.~~
- Responsible for planning, directing, organizing, managing, and controlling the operational budget.
- Directly supervise and manage part-time, full-time employees, contract instructors, and volunteers. To include onboarding, training, scheduling, professional development, H.R related items while adhering to District guidelines, policies, and procedures
- Develop, conduct, promote, supervise, manage, and participate in various activities, programs, events, and rentals to include use of equipment, facility management and programming , while maintaining records, preparing evaluation reports on programs and maintain district reports
- Will provide support with marketing/programming material for recreational programs to include public relations, print materials, and digital media



Pleasant Valley Recreation and Park District Job Description

- Serve as liaison between Pleasant Valley Recreation and Park District and Community Service Group Organizations; negotiate and resolve significant and controversial issues.
- Will open, close, secure, setup/break-down and maintain a safe program environment and facilities that align with District rules and regulations
- Evaluate programs and facilities to ensure optimum utilization and service to community to ensure recreation programs meet the needs of the community of all ages and abilities, while implementing market driven initiatives
- Respond to public and internal inquiries made by telephone, correspondence, or during public meetings about activities, programs, and events while maintaining a professional attitude and appearance
- Demonstrate continuous effort to improve operations, streamline work processes within the District and outside organizations
- Attend board meetings; prepare and present staff reports and other necessary board items
- Perform cash handling duties using basic mathematical calculations with speed and accuracy, receive payment, count money and make change, and prepare District reports
- Respond to injuries by administering First Aid, CPR, and rescue breathing if needed and adhering to District guidelines, policies and procedures
- Maintain communications and effective working relationships with co-workers, supervisors, other governmental agencies non-profit organizations, civic groups, elected and appointed officials, community groups and the public-at-large
- Represent the department/District on various boards, committees and within community, government, and civic organizations
- Attend and participate in professional group meetings/training staying abreast of new trends and innovations in the field of recreation and parks

Maintain communications and effective working relationships with co-workers, supervisors, other governmental agencies non-profit organizations, civic groups, elected and appointed officials, community groups and the public-at-large

OTHER SKILLS AND ABILITIES: Knowledge and experience with materials, methods, practices, and equipment in relation to recreation programs. Must be able to “multitask” to handle competing priorities and demands. Must be able to keep accurate records and prepare reports.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Thorough to comprehensive knowledge of: common office practices; current recreation trends; principles of supervision, employee motivation, training and performance evaluation.
- Working knowledge of: social and advocacy programs, services, and activities within the recreation field; laws and regulations governing recreation programs.
- Ability to read, analyze and interpret periodicals related to area of expertise, technical procedures, or government regulations. Ability to write reports, correspondence, procedure manuals or articles. Ability to effectively communicate, present information in oral and written form, and respond to questions from managers and the general public; interpret and explain pertinent District policies and procedures.
- Ability to: assist in the development and monitoring of an assigned program budget; develop and recommend policies and procedures related to assigned operations; coordinate, organize, implement, and publicize recreation and leisure time activities and specialized events.

EDUCATION and/or EXPERIENCE: Bachelor’s Degree in recreation, physical education, leisure studies, sociology, gerontology, communications, health care profession, or related field with minimum of four (4) years of progressive experience in recreation, including two (2) years of supervisory experience, or equivalent combination of education and experience



Pleasant Valley Recreation and Park District Job Description

CERTIFICATES, LICENSES, REGISTRATIONS: Required certificates include: Current American Red Cross (ARC) certifications in Lifeguarding, CPR, First Aid & Oxygen Administration; Title 22; ARC Lifeguard Instructor; CPR for the Professional Rescuer, Water Safety Instructor (WSI), and preferred certifications include: Water Safety Instructor Trainer (WSIT), and Emergency Response Trainer. A Certified Pool Operator (CPO) designation is preferred. Position requires average amount of driving, therefore, must have daily access to a vehicle, and possess a valid Driver's License, and maintain appropriate insurance on vehicle used in the course of business duties. Position may involve driving to events as a representative of the District. Successful completion of tuberculosis, drug and alcohol screening and criminal justice fingerprint clearance/background check required.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; sit; twist, and use hands to finger, handle, or feel. The employee is frequently required to walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must frequently lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually loud.



Pleasant Valley Recreation and Park District Job Description

Job Title:	Recreation Supervisor	Category:	Management
Department:	Recreation	Prepared Date:	March 2020
Reports To:	Recreation Manager	Approved by:	Board of Directors
FLSA Status:	Exempt	Approved Date:	May 6, 2020

SUMMARY: Plans, oversees and supervises comprehensive recreational programs of cultural, arts, youth ~~and~~ adult sports, contract classes, senior citizen programs or other recreation programs involving the supervision of group instructors, contractors, staff and volunteers in the planning of activities and events. Performs contract administration for contractual instructors. Prepares and administers department/section budget. Ensures safe work practices, work quality and accuracy; prepares, supervises and maintains work records and reports; serves as a technical resource for assigned personnel. Provides written and oral reports to the Recreation Services Manager, General Manager, and the Board of Directors.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Includes the following, with a focus of Quality Customer Service being primary for all positions. Position will require some holiday, evening, and/or weekend work assignments. Performs additional duties as assigned.

- Responsible for planning, directing, organizing, managing, and controlling the operational budget.
- Directly supervise and manage part-time, full-time employees, contract instructors, and volunteers. To include onboarding, training, scheduling, professional development, H.R related items while adhering to District guidelines, policies, and procedures
- Develop, conduct, promote, supervise, manage, and participate in various activities, programs, events, and rentals to include use of equipment, facility management and programming , while maintaining records, preparing evaluation reports on programs and maintain district reports
- Will provide support with marketing/programming material for recreational programs to include public relations, print materials, and digital media
- Serve as liaison between Pleasant Valley Recreation and Park District and Community Service Group Organizations; negotiate and resolve significant and controversial issues.
- Will open, close, secure, setup/break-down and maintain a safe program environment and facilities that align with District rules and regulations
- Evaluate programs and facilities to ensure optimum utilization and service to community to ensure recreation programs meet the needs of the community of all ages and abilities, while implementing market driven initiatives
- Respond to public and internal inquiries made by telephone, correspondence, or during public meetings about activities, programs, and events while maintaining a professional attitude and appearance
- Demonstrate continuous effort to improve operations, streamline work processes within the District and outside organizations
- Attend board meetings; prepare and present staff reports and other necessary board items
- Perform cash handling duties using basic mathematical calculations with speed and accuracy, receive payment, count money and make change, and prepare District reports
- Respond to injuries by administering First Aid, CPR, and rescue breathing if needed and adhering to District guidelines, policies and procedures
- Maintain communications and effective working relationships with co-workers, supervisors, other governmental agencies non-profit organizations, civic groups, elected and appointed officials, community groups and the public-at-large
- Represent the department/District on various boards, committees and within community, government, and civic organizations
- Attend and participate in professional group meetings/training staying abreast of new trends and innovations in the field of recreation and parks
- ~~Responsible for planning, directing, organizing and controlling the operational budget.~~



Pleasant Valley Recreation and Park District Job Description

- Establish and maintain an open and effective system of communication throughout the organization.
- Advocate and work closely with citizens and other service providers in a cooperative community response to program needs including but not limited to non-profit organizations, Pleasant Valley Recreation & Park Foundation, civic groups, and other governmental agencies.
- Directly supervise assigned employees and program volunteers; interview, hire and train new employees; address employee complaints and resolve personnel issues; plan, assign and schedule assigned employees.
- Adapt recreation programs to meet the needs of the District's clientele of all ages and abilities.
- Maintain communications and effective working relationships with co-workers, supervisors, other governmental agencies, elected and appointed officials, community groups and the public at large.
- Prepare calendar of events, including newsletters, public relations announcements, and other similar communications.
- Ability to communicate effectively with the general public, organization, employees, user groups, and community leaders in oral and written form.
- Plan, implement, schedule and evaluate special events and activities related to program to which assigned.
- Participate in training of recreation staff and volunteers as needed.
- Serve as liaison between Pleasant Valley Recreation and Park District and Community Service Groups; negotiate and resolve significant and controversial issues.
- Coordinate and solicit co-sponsorships with commercial businesses and non-profit agencies to provide financial support in offering a wide variety of special events. Follow up with potential supporters as appropriate.
- Develop and implement training programs to improve/develop employee skills.
- May require some Holiday, evening, and/or weekend work assignments.

OTHER SKILLS AND ABILITIES: Knowledge and experience with materials, methods, practices, and equipment in relation to recreation programs. Must be able to "multitask" to handle competing priorities and demands. Must be able to keep accurate records and prepare reports.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Thorough to comprehensive knowledge of: common office practices; current recreation trends; principles of supervision, employee motivation, training and performance evaluation.
- Working knowledge of: social and advocacy programs, services, and activities within the recreation field; laws and regulations governing recreation programs.
- Ability to read, analyze and interpret periodicals related to area of expertise, technical procedures, or government regulations. Ability to write reports, correspondence, procedure manuals or articles. Ability to effectively communicate, present information in oral and written form, and respond to questions from managers and the general public; interpret and explain pertinent District policies and procedures.
- Ability to: assist in the development and monitoring of an assigned program budget; develop and recommend policies and procedures related to assigned operations; coordinate, organize, implement, and publicize recreation and leisure time activities and specialized events.

EDUCATION and/or EXPERIENCE: Bachelor's Degree in recreation, physical education, leisure studies, sociology, gerontology, communications, health care profession, or related field with minimum of four (4) years



Pleasant Valley Recreation and Park District Job Description

of progressive experience in recreation, including two (2) years of supervisory experience, or equivalent combination of education and experience

CERTIFICATES, LICENSES, REGISTRATIONS: Position requires average amount of driving, therefore, must have daily access to a vehicle, and possess a valid California driver's license, and maintain appropriate insurance on vehicle used in the course of business duties. Position may involve driving to events as a representative of the District. CPR and First Aid Certification required no later than six (6) months after employment. Successful completion of tuberculosis, drug and alcohol screening and criminal justice fingerprint clearance/background check required.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; sit; twist, and use hands to finger, handle, or feel. The employee is frequently required to walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must frequently lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually loud.

**PLEASANT VALLEY RECREATION AND PARK DISTRICT
STAFF REPORT / AGENDA REPORT**

TO: PERSONNEL COMMITTEE

FROM: MARY OTTEN, GENERAL MANAGER
By: Kathryn Drewry, Human Resources Specialist

DATE: MAY 25, 2022

**SUBJECT: CONSIDERATION AND APPROVAL FULL-TIME AND
PART-TIME YEAR-ROUND SALARY SCHEDULE**

BACKGROUND

The Salary Schedule is utilized by staff when hiring as well as using it as a guide when awarding merit increases to staff. The schedule is typically updated when job classifications are added or changed, there is an adjustment made in minimum wage, or when the Board awards a COLA.

ANALYSIS

The 2022/2023 budget that was presented to the Board of Directors in April and again in May included the 2% COLA for SEIU Local 721 members as well as a 2% COLA for non-represented employees.

FISCAL IMPACT

There is no additional impact to the budget.

RECOMMENDATION

We ask that the Personnel Committee consider and review the updated 2021/2022 Salary Schedule which includes the 2% COLA for bot represented and non-represented employees.

ATTACHMENTS

- 1) FY 2022/2023 Salary Schedule (1 page)



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2022 BUDGET FUND BALANCE PLAN

ROUND

CLASSIFICATIONS AND SALARY RANGES

	Bi-Weekly Hourly		Bi-Weekly Hourly		
GENERAL MANAGER	\$5,743.29 \$71.79		\$6,464.12 \$80.80		
ADMINISTRATIVE SERVICES MANAGER	\$4,423.08 \$55.29	\$4,511.54 \$56.39	\$5,307.70 \$66.35	\$5,413.85 \$67.67	20.00%
ADMINISTRATIVE ANALYST	\$2,709.20 \$33.87	\$2,763.39 \$34.54	\$3,444.14 \$43.05	\$3,513.02 \$43.91	27.13%
DEVELOPMENT ANALYST	\$2,709.20 \$33.87	\$2,763.39 \$34.54	\$3,444.14 \$43.05	\$3,513.02 \$43.91	27.13%
HUMAN RESOURCES SPECIALIST	\$2,077.47 \$25.97	\$2,119.02 \$26.49	\$2,639.29 \$32.99	\$2,692.07 \$33.65	27.04%
ACCOUNTING SPECIALIST	\$2,077.47 \$25.97	\$2,119.02 \$26.49	\$2,639.29 \$32.99	\$2,692.07 \$33.65	27.04%
CUSTOMER SERVICE REP LEAD WORKER	\$1,848.58 \$23.11	\$1,885.55 \$23.57	\$2,348.81 \$29.36	\$2,395.78 \$29.95	27.06%
CUSTOMER SERVICE REPRESENTATIVE I	\$1,528.97 \$19.11	\$1,559.55 \$19.49	\$1,942.63 \$24.28	\$1,981.49 \$24.77	27.05%
CUSTOMER SERVICE REPRESENTATIVE II	\$1,681.29 \$21.02	\$1,714.91 \$21.44	\$2,136.57 \$26.71	\$2,179.30 \$27.24	27.08%
RECREATION SERVICES MANAGER	\$3,280.17 \$41.00	\$3,345.78 \$41.82	\$4,166.59 \$52.08	\$4,249.93 \$53.12	27.02%
RECREATION SUPERVISOR	\$2,709.20 \$33.87	\$2,763.39 \$34.54	\$3,444.14 \$43.05	\$3,513.02 \$43.91	27.13%
RECREATION COORDINATOR	\$2,260.58 \$28.26	\$2,305.79 \$28.82	\$2,871.50 \$35.89	\$2,928.93 \$36.61	27.03%
MARKETING SPECIALIST	\$1,694.60 \$21.18	\$1,728.50 \$21.61	\$2,152.38 \$26.90	\$2,195.43 \$27.44	27.01%
RECREATION SPECIALIST	\$1,528.14 \$19.10	\$1,558.70 \$19.48	\$2,152.38 \$26.90	\$2,195.43 \$27.44	40.85%
AQUATIC SPECIALIST	\$1,528.14 \$19.10	\$1,558.70 \$19.48	\$2,152.38 \$26.90	\$2,195.43 \$27.44	40.85%
PARK SERVICES MANAGER	\$3,280.17 \$41.00	\$3,345.78 \$41.82	\$4,166.59 \$52.08	\$4,249.93 \$53.12	27.02%
PARK SUPERVISOR	\$2,709.20 \$33.87	\$2,763.39 \$34.54	\$3,444.14 \$43.05	\$3,513.02 \$43.91	27.13%
PARK MAINTENANCE LEAD WORKER	\$2,302.20 \$28.78	\$2,348.24 \$29.35	\$2,924.77 \$36.56	\$2,983.27 \$37.29	27.04%
LEAD PARK RANGER	\$2,302.20 \$28.78	\$2,348.24 \$29.35	\$2,924.77 \$36.56	\$2,983.27 \$37.29	27.04%
MECHANIC	\$2,302.20 \$28.78	\$2,348.24 \$29.35	\$2,924.77 \$36.56	\$2,983.27 \$37.29	27.04%
IRRIGATION SPECIALIST	\$2,302.20 \$28.78	\$2,348.24 \$29.35	\$2,924.77 \$36.56	\$2,983.27 \$37.29	27.04%
GROUNDS/FACILITIES I	\$1,731.23 \$21.64	\$1,765.85 \$22.07	\$2,200.65 \$27.51	\$2,244.67 \$28.06	27.12%
GROUNDS/FACILITIES II	\$1,990.08 \$24.88	\$2,029.88 \$25.37	\$2,529.42 \$31.62	\$2,580.01 \$32.25	27.10%