

CITY OF MARGATE, FLORIDA JOB DESCRIPTION

JOB TITLE: AQUATICS COORDINATOR (Job Code 70).

GENERAL STATEMENT OF JOB

Under direction provides coordination of a broad range of office support functions, ranging in difficulty from moderate to complex, for the Parks and Recreation Department. Employees in this classification generally possess extensive departmental knowledge and excellent clerical skills. Work involves performing general secretarial duties. Work at this level generally requires a high degree of accuracy.

ESSENTIAL FUNCTIONS

The following duties and functions, as outlined herein, are intended to be representative of the type of tasks performed within this position. They are not listed in any order of importance. The omission of specific statements of the duties or functions does not exclude them from the position if the work is similar, related, or a logical assignment for this description. Other duties may be required and assigned.

Evaluates and supervises the training and scheduling of duties for office support staff of the assigned division.

Utilizes accounting skills that reflect a high degree of accuracy for generating various reports relating to personnel and department, and for on-going maintenance of specific accounting records for department.

Performs daily financial transactions, and proper accounting of all monies processed and prepares deposits per account.

Prepares and maintains various records and reports, and processes. Sorts, checks for accuracy, and files various reports and other documents in accordance with established procedures.

Edits materials for correct grammar, punctuation and spelling, making additions, deletions, or revisions for the purpose of ensuring accuracy, consistency, and appropriate verbiage.

Compiles, and ensures the timely distribution of daily/weekly/monthly/annual reports, public service announcements, and other relevant materials appropriate to assigned unit.

Maintains department/division calendar based on operational needs.

Performs related work as required.

MINIMUM TRAINING AND EXPERIENCE

High school diploma or equivalent; supplemented by minimum of two (2) years' related work experience in comparable position. First aid and CPR certifications, and certification as an Aquatics Facilities Operator are required. Certification as a Water Safety Instructor is preferred.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Tasks involve frequent walking, standing, bending, stooping, some lifting and carrying of objects of moderate to heavy weight (20-50 pounds), and occasionally very heavy (100 lbs. or over) items.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, or composite characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving and receiving instructions, assignments and/or directions. Requires the ability to convey a sense of authority through spoken language.

Language Ability: Requires the ability to read standard English.

Intelligence: Requires the ability to apply common sense understanding to perform semi-repetitive tasks. Requires the ability to apply principles of influence.

Verbal Aptitude: Must communicate efficiently and effectively in standard English. Must speak with poise, confidence and voice control.

Numerical Aptitude: Requires the ability to add, subtract, multiply and divide; calculate decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately for record keeping.

Manual Dexterity: Requires the ability to lift heavy items. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors or shades of color.

Interpersonal Temperament: Requires the ability to deal effectively with people in both the giving and receiving of instructions.

Physical Communication: Requires the ability to talk and/or hear; (talking: expressing or exchanging information by means of spoken words; hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of municipal rules and regulations related to the use of pool areas.

Knowledge of pool maintenance and proper chemical formation of pool water.

Knowledge of report and record keeping principles and practices.

Skilled in oral communications for effective and teaching clarity.

Ability to make sound, quick, impending judgments and to handle persons in emergency situations.

Ability to perform rigorous exercises and keep in top physical condition.

Ability to enforce rules and regulations firmly, tactfully, and impartially.

Ability to establish and maintain effective relationships with supervisor, subordinate personnel, and general public.

EQUAL OPPORTUNITY EMPLOYER

The City of Margate, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Margate will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

I have read and acknowledge receipt of this Job description.

Employee Name and Signature

Date