



INVITES APPLICATIONS FOR THE POSITION OF

PROGRAM SPECIALIST

APPLY ONLINE AT WWW.CALOPPS.ORG

JOB TYPE

Part-Time, Temporary/Seasonal

FILING DEADLINE

Open Until Filled

SALARY

\$20.75 - \$42.44 per hour

THE POSITION

The City of Dublin is seeking a Program Specialist to plan, organize, and supervise aquatics programs related to the management and operation of The Wave at Emerald Glen Park.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this classification. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Plan, organize, and supervise swimming activities at a public swimming pool.
- Schedule, supervise and evaluate part-time staff; plan and conduct in-service training.
- Schedule and maintain staff rotation and breaks; determine appropriate duties for lifeguards during periods when not assigned to guard chair.
- Assist with staff recruitment and hiring.
- Teach certification classes, and/or serve as swim instructor or lifeguard, as needed.
- Maintain up-to-date records, prepare required reports in a timely manner.
- Assist in the supervision of pool and building maintenance; notify Recreation Coordinator when supplies are needed or equipment needs repair.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Perform other duties as assigned.

QUALIFICATIONS

Training and Experience:

1. Education: Equivalent to the completion of the twelfth grade.
2. Experience: A minimum of 1040 hours' experience assisting in managing swimming pool operations.

Knowledge Of:

- City Swimming pool rules, regulations, and policies.
- Basic supervisory practices and techniques.
- Use and care of lifesaving techniques and equipment used at public swimming pools.
- Basic pool chemistry and maintenance.

- Basic mathematics.
- English spelling, punctuation, and grammar.

Ability To:

- Plan, organize, and supervise programs related to the management and operation of a public swimming pool.
- Supervise, train, and evaluate part-time staff.
- Perform all swimming strokes according to American Red Cross standards, engage in physical activity.
- Perform and demonstrate lifesaving and emergency first aid techniques and practices.
- Deal with difficult or stressful situations in a calm and professional manner.
- Prepare, oversee, and/or review reports related to pool management and operations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Use of computer applications is desirable.

Licenses, Certificates and Special Requirements:

- At time of hire, must be 18 years of age or older.
- Any offer of employment to an adult who will have direct contact with minors is conditional upon submission of a completed fingerprint screening and a satisfactory background check.
- Current certification in First Aid, CPR, Lifeguard Training and Emergency Response (Title 22).
- Possession of a valid California Class C drivers' license is not required for this class, however, if an employee possesses a valid license, he/she may be required to provide a Certificate of Automotive Insurance for Personal Liability.
- This classification is designated as a Mandatory Reporter; Completion of Mandatory Reporter training is required within one month of employment.

PHYSICAL STANDARDS

The physical standards described are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On an intermittent basis, sit at desk for long periods of time; stand, walk, and bend while monitoring aquatics programs; squat, climb, kneel and twist intermittently when setting up various programs; perform various swimming techniques when instructing staff and/or patrons; perform simple grasping and fine manipulation; and lift for carry weight of 100 pounds or less.

BENEFITS

Other than statutory law, AB1522 (CA Paid Sick Leave law), there are no benefits for part-time, temporary/seasonal position.

THE SELECTION PROCESS

The best-qualified candidates, as determined by an initial screening of applications, will be invited to participate in an interview process which will consist of written and/or oral components. The City reserves the right to test an applicant in any other manner to determine suitability and to alter any aspect of the selection process. Meeting the minimum requirements listed in this job description does not guarantee advancement in subsequent phases of the selection process. No faxed or e-mailed applications will be accepted.

Pursuant to the City's Personnel Rules Section 24.2, the City retains the right to take appropriate steps to avoid inappropriate working relationships among relatives.

EQUAL OPPORTUNITY EMPLOYER

In accordance with Federal and State laws, the City of Dublin does not discriminate on the basis of ancestry, age, color, disability, genetic information, gender, gender identity or gender expression, marital status, medical condition, military or veteran status, national origin race, religion, sex or sexual orientation.

HOW TO APPLY

Apply online at www.CalOpps.org. Once there, click on “**Member Agencies**,” “**City of Dublin**,” then on “**PROGRAM SPECIALIST – AQUATICS**” and “**Apply Now**.” No faxed or e-mailed applications will be accepted.

THIS ANNOUNCEMENT is meant only as a general description guide and is subject to change. The information contained herein does not constitute an expressed or implied contract of employment and these provisions are subject to change.

SUPPLEMENTAL QUESTIONS

The Program Specialist – Aquatics-Swim Coach is a Part-Time, Temporary position with no benefits. In order to continue in the City’s recruitment process, you are required to respond/complete the following Supplemental Question online:

1. The Program Specialist – Aquatics-Swim Coach must be 18 years of age or older at the time of hire. Do you meet the minimum age requirement for the position?
 - YES
 - NO