



## Northampton Township Position Classification Plan

**Job Title:** Operations Manager  
**Category:** Exempt

**Department:** Parks and Recreation  
**Supervisor:** Director of Parks & Rec.

### **Position Summary:**

The Operations Manager assists the Director of Parks and Recreation with various administrative duties and operational functions within the Parks and Recreation Department and is responsible for overseeing seasonal operations of the Northampton Valley Swim Club.

This employee performs under the direct supervision of the Director of Parks and Recreation and, in the absence of the Director, the Assistant Township Manager.

### **Position Requirements:**

- Assist the Director with, but not limited to, the following:
  - Coordination of maintenance and construction projects to be performed by Public Works and/or contractors.
  - Formulation, implementation, and completion of special projects including development of project specs, meeting with contractors and obtaining quotes.
  - Scheduling of facility use by individuals and sports groups
  - Attend Parks and Recreation Board meetings
- Maintain working relationship with leaders of affiliated and outside Sports Organizations for use of Township fields and facilities
- Oversee the distribution and return of keys and fobs to Parks and Rec facilities
- Compile information to develop and sustain general parks and recreation policies and procedures.
- Procure equipment, supplies and materials for the department based on priorities and budgetary limits set by the Director
- Input and follow-up on completion of work order requests for parks and facilities using the Township based work order software
- Oversee the janitorial contracts for the Recreation Center and Park Pavilions
- Oversee the concession contracts and operations at the swim club and at parks

- Oversee the seasonal Pool Manager and assure all duties associated with the management and daily upkeep of the pool and its programs are executed.
- Assist in recruiting, interviewing, training and supervising seasonal employees, coaches, volunteers, instructors and/or paid services for activities and projects.
- Work with Public Works and Country Club staff to ensure timely attention to swim club repairs and pre-season and end of season maintenance.
- Prepare the swim club budget
- Prepare publicity in a timely fashion so that the information can be published in the township newsletter and recreation brochure
- Maintain membership and participate in the national, state and local recreation associations
- Perform administrative duties such as answering the phone and taking program registrations
- Perform other duties as assigned

### **Qualifications:**

#### **Education and Experience**

- Bachelor's degree or associate Degree or 4 years' experience in related field of study
- Experience in the recreation industry or related field
- Managerial experience in an aquatic setting preferred
- CPR and First Aid Certification
- Valid Pennsylvania Driver's License
- All clearances and background checks

### **Requirements:**

#### **Within six months from the date of employment acquire the following certifications**

- Certified Pool Operators License or the equivalent
- Certified Pesticide Applicator License

#### **Within one year from the date of employment acquire the following certification**

- Certified Recreation and Park Professional (CPRP)

#### **Knowledge, Skills, and Abilities**

- Basic in Microsoft Word and Excel
- Excellent communication and interpersonal skills
- Knowledge of office practices and procedures, and the use of office equipment
- Knowledge of basic aquatic standards and operational procedures

- Knowledge of current developments and trends in aquatic management
- Knowledge of supervisory methods and techniques
- Ability to conduct oneself in a professional manner
- Ability to work within budget restraints
- Ability to work independently on difficult or complex assigned tasks
- Ability to maintain a variety of files and records including some of a confidential nature
- Ability to exercise good judgment, courtesy and tact in answering questions of the participants and in making proper disposition of problems.
- Ability to learn new concepts and ideas concerning recreation management and local government
- Ability to effectively communicate with co-workers and participants
- Ability to read, write and speak English

### **Working Conditions**

The position is full-time, usually from Monday through Friday with occasional evening and weekend hours. [000]

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. Every attempt will be made, if needed, to provide reasonable accommodation to enable individuals with disabilities to perform the essential functions.

The employee is frequently required to conduct the following while performing the duties of this job: sit, stand, talk, listen, walk, use hands to handle or feel objects, tools or controls, reach with hands or arms, lift, carry, push and pull up to 25 pounds. The employee is required to use office machines, pool equipment and pool chemicals and must meet approved physical and medical standards set forth by the Township.

### **Selection Guidelines**

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The duties listed are intended only as illustrations of the various types of work that may be performed. 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 the position.

Employment with the Township is at-will, which means either party may terminate the employment relationship at any time. Formal application, rating of experience and education, oral interview(s), reference checks, background checks, and job-related tests might be used to evaluate a candidate's qualifications for this position.