

City of Mason Parks & Recreation Department Job Announcement



www.imaginemason.org

Mason Community Profile

The City of Mason is considered one of the most desirable communities in the Cincinnati metropolitan area and has earned a reputation as a progressive, innovative community. The city is a destination for corporations seeking a thriving business environment and for families desiring attractive neighborhoods and nationally ranked schools. It is located in the southwest portion of Ohio, 22 miles northeast of Cincinnati and 30 miles south of Dayton.

Originally settled as the village of Palmyra in 1815 by Major William Mason, the community was renamed in his honor 20 years later. Incorporated in 1971, Mason is now one of Ohio's fastest growing cities and now has 30,000 residents. Its 18 square miles are about 85% developed with a mix of businesses, commercial areas, and attractive residential neighborhoods with a wide range of housing types. A comprehensive planning process for the development of the city has helped preserve its small-town feel even as it has evolved into a modern city with attractive amenities.

Mason is strategically located between the Cincinnati region's two most vital commerce corridors, Interstates 71 and 75, just north of the I-275 beltway. Businesses and residents have easy access to the metropolitan centers of Cincinnati and Dayton.

For air travelers, the Cincinnati/Northern Kentucky International Airport in northern Kentucky is about forty-five minutes away. Major regional and commuter airlines provide non-stop or direct service to cities throughout the United States, Canada, and Europe. Dayton Airport in Ohio is also about forty-five minutes away, and Port Columbus, Ohio, is about 90 minutes away. Private airports in Blue Ash and Cincinnati (Lunken Field) are nearby.

Almost all of the city is served by the Mason City School District, which has earned a perfect score and an "Excellent/Effective" rating on the state report card each year since 2000. It serves approximately 10,500 students. The city also has two private

schools that educate about 1,000 students in grades one through eight. Higher education opportunities are available locally at Sinclair Community College in Mason and Miami University's regional campus in West Chester. Main campuses within commuting distance are the University of Cincinnati, Miami University of



Ohio, and smaller, private colleges.

Almost all of the day-to-day needs of families can be found right in the city, from grocery stores to professional offices. Four regional shopping centers are within a 20-minute drive.

Residents of the City of Mason have many recreational opportunities available at their doorstep. Two public golf courses, The Beach Waterpark, Great Wolf Lodge, and Kings Island amusement park all lie within city boundaries. The city is also home to the annual Western & Southern Open, a championship men's and women's tennis tournament. Seven city parks cover 301 acres and include fishing lakes, walking trails, ball fields, tennis courts, picnic shelters, and playgrounds. The Mason Community Center is one of the largest public recreation facilities in the state. It has a competition pool, leisure pool, gymnasium, field house, fitness area, walking track, senior center, café, and classroom and meeting areas. A continually expanding network of bike paths connects neighborhoods to schools, parks, and downtown.

Growth and development in Mason is expected to continue to meet or exceed the average growth of the economy because of Mason's physical location, developable terrain, municipal facilities, services and utilities, and the progressive attitude and actions of city council, administration, and citizens.

Government in the City of Mason

Mason has a council/manager form of government. City Council hires the city manager, who is charged with administering the operations of city government and implementing policies enacted by Council. The city's charter establishes guidelines for its operations.

The legislative body of Mason consists of a mayor and six council members who are elected at-large on a nonpartisan basis to serve 4-year terms of office, with a limit of two consecutive terms. The mayor is a council member elected by his or her fellow council members and serves as the executive head of council. The council also selects the vice mayor, who performs the duties of the mayor in his or her absence.

The council/manager form of local government combines the strong political leadership of elected officials in the form of council, with the strong managerial experience of an appointed city manager. The mayor and council members are the leaders and policymakers elected to represent the community and to concentrate on policy issues that are responsive to citizens' needs and wishes. The city manager provides policy assistance and ensures that the

entire community is being served.

The city manager carries out Council policies as he or she manages the day-to-day operations of the city with support from the city manager's immediate staff, including the assistant city manager, human resources director, economic development staff, public information officer, information technology manager, and department heads. He or she has full authority over the appointment and removal of all municipal personnel.

Department heads are responsible solely to the city manager for carrying out the mission and responsibilities of their departments. Department heads include a finance director, service director, city engineer, parks and recreation director, superintendents of public utilities and public works, safety director, police chief, and fire chief. The department heads, together, with the immediate administrative team, make up the city manager's leadership team. The City of Mason has about 170 full-time employees and over 300 part-time staff. The total annual budget is over \$80 million.

Program Supervisor / Aquatics Supervisor

This job announcement outlines factors of qualifications and experience identified as necessary and desirable for candidates for this position to possess, and provides background information on the community and the City of Mason.

Importantly, this job announcement will be used as a guide in the recruitment process, providing specific criteria by which all applications will be screened and individuals selected for the interview,

and for appointment consideration.

A completed application and résumé, with salary history, must be received for consideration. All applications must be submitted online at www.imaginemason.org. A résumé will not be accepted in lieu of the aforementioned information. Certification documentation will not be accepted at this time and will be destroyed if forwarded.

Candidate Qualifications Profile

Hiring Range: \$31,420 - \$38,147 depending on qualifications
Classification: Classified
Reports To: Head Swim Coach or Head Age Group Coach
FLSA: Exempt
Posted: Monday, February 6, 2012
Closes: 4:30 p.m. on Friday, February 24, 2012
Department: Parks & Recreation
Status: Full-Time, 40 hours per week

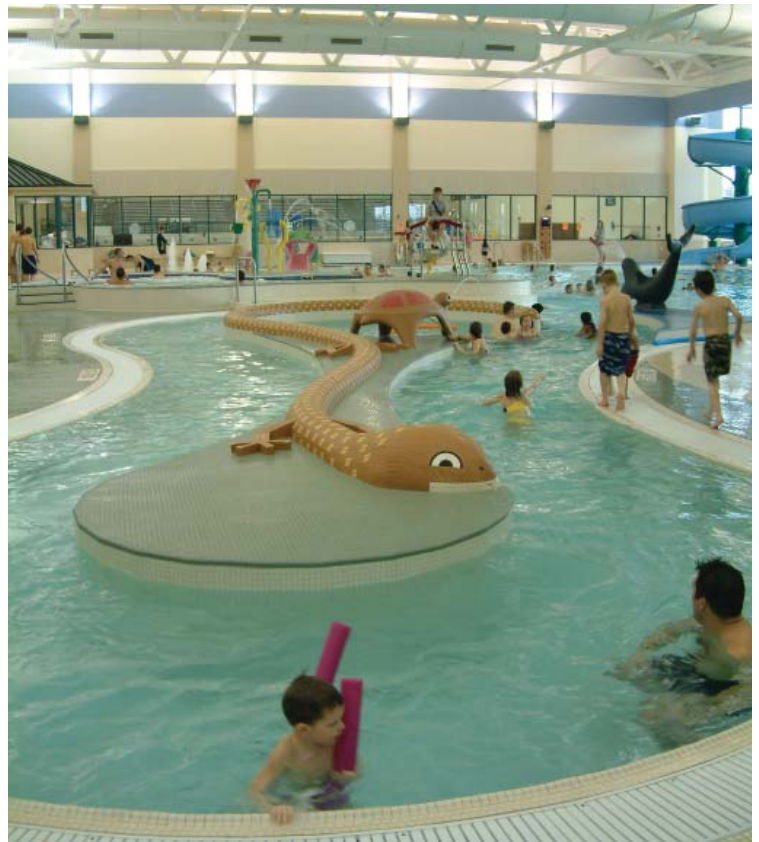
The Program Supervisor/Aquatics Supervisor works under the general direction of the Head Swim Coach/Head Age Group Coach. In the absence of the Head Swim Coach/Head Age Group Coach, the Program Supervisor/Aquatics Supervisor performs supervisory duties necessary to direct the operations of the Mason Community Center. The individual in this position will be primarily responsible for the safe and efficient operation of the City of Mason aquatic facilities, programs, and staff.

The successful candidate must possess the ability to implement a comprehensive aquatic program plan, institute and practice appropriate safety decisions, handle related scheduling issues, ensure smooth operation and internal/external communications, handle program eligibility questions and challenges, negotiate various contracts, oversee the aquatics budget, and perform other assigned duties as needed. Supervision will be exercised over aquatic facility operations as well as full-time, part-time, temporary, and contractual staff and volunteers. Work will be reviewed through written and verbal communications, reports, and annual performance appraisals.

This is a public service job based in trust, credibility, and competency. It is a critical requirement of this position that the incumbent displays the desire and ability to perform and behave (on duty, as well as off duty) in a manner that does not damage or endanger the loss of trust with the public, co-workers, and other public safety forces.

Examples of Work (Illustrative Only)

- Plans, organizes, coordinates/supervises and evaluates a comprehensive city aquatics program (i.e., swim lessons, water exercise, swim team/swim meets, synchronized swimming, SCUBA, water polo, diving, lifeguard training, etc.).
- Works closely with the Recreation Manager to develop and organize aquatic programs that meet citizen needs.
- Under the guidance of Human Resources, interviews, trains,



- schedules, supervises, and evaluates all aquatic staff.
- Schedules and coordinates all aquatic related facilities, programs, equipment and personnel, including aquatic maintenance and custodial functions (which meet or exceed applicable acceptable standards).
- Manages the seasonal operation of the outdoor Lou Eves Municipal Pool, as needed.
- Organizes and conducts orientation and in-service training for aquatic staff.
- Maintains complete and accurate personnel, facility, maintenance, and program records.
- Coordinates and provides instruction for the department's CPR/first aid programs for staff.
- Directs the year-round competitive USA Swim Team program and Seasonal Swim Team Programs.
- Directs and coordinates instruction and compliance with the city's blood borne pathogen education and inoculation program.

- Assists the Facilities Manager with the development, review, and execution of facility risk management policies and procedures.
- Maintains aquatic equipment inventory and supplies.
- Oversees and monitors the aquatics budget.
- Assists in the marketing and promotion efforts of aquatic-related programs.
- Performs routine office and administrative functions and special projects as needed.
- Participates in external and internal committees as needed.
- Assesses the recreation needs of citizens and develops programs in accordance with those needs.
- Continues professional development.
- Assists with program participant registration.
- Acts as Manager on Duty for the Community Center when required.
- Performs other assigned duties as needed.



- Thorough knowledge of federal, state, and local laws, regulations, and standards relating to aquatic facility operations and recreational programming.
- Thorough understanding of expenditure and budgetary processes.
- Thorough knowledge and skills to provide a wide variety of activities that meet participant needs and interests.
- Workable knowledge of public relations, marketing and promotional skills.
- Dependable, flexible, and able and willing to work evenings, weekends, and holidays as required.
- Ability to work closely and amicably with co-workers to achieve the department's objectives.

Physical Requirements

- Able to sit for extended periods of time and manual dexterity to perform keyboarding activities, entering data, creating contracts, filing, etc.
- Ability to work in adverse environmental conditions (i.e., hot, humid, frigid, chemical fumes, etc.)
- Mobility to perform the functions of the position.
- Ability to function according to the requirements of the facility operator and instructor certifications.
- Ability to lift up to 50 pounds of materials independently.
- Normal visual acuity to see objects up close or at a distance, with or without correction, or with or without reasonable accommodation.
- Auditory acuity to hear pagers, cell phones, telephones, etc. with or without reasonable accommodation.
- Ability to mentally handle associated tasks, problems, solutions, and all other mental tasks associated with positions of this nature.
- Ability to communicate professionally in person, in writing, and through other mediums.
- Proficient on computers and software programs.

Education, Experience, and Skills

- Possession of a bachelor's degree in recreation education, sports management, recreation administration or related field that provides the required knowledge and skills, or any equivalent combination of accepted education and experience that would provide the required knowledge, abilities, and skills.
- Certified Pool/Spa Operator (CPO) or Aquatic Facility Operator (AFO) license preferred.
- Graduate of the National Aquatic Management School (NAMS) highly desirable.
- Minimum 5 years of supervisory experience in aquatic facilities/programs in combination with the ability to work effectively with employees and co-workers.
- Considerable progressively responsible experience in aquatic facility management.
- American Red Cross Lifeguard Training Instructor certification preferred.
- Instructor Trainer certification desirable.
- Possession of and ability to retain basic level lifeguard, CPR, and first aid certifications.
- Thorough knowledge of modern principles, methods, practices of public program management and community center operations.



Parks & Recreation Department

Department Mission Statement and Description

We are committed to enhancing the quality of life for the community by preserving open space, providing exceptional facilities and programs that encourage health, fitness, learning, and enjoyment, and offering opportunities for community involvement.

In conjunction with other city departments, the City of Mason's Parks & Recreation Department manages over 300 acres of park land and the Mason Community Center.

The City of Mason has seven parks that include the outdoor Lou Eves Municipal Pool, athletic fields, basketball and tennis courts, picnic shelter areas, fishing lakes, hiking trails, and playgrounds.

Mason Community Center, one of the largest public recreation facilities in Ohio, offers recreation and fitness space, including two indoor pools, gym and field house space, an indoor track, fitness areas, meeting rooms, climbing wall, café, and retail store and post office unit. Hundreds of programs for all ages and interests are offered annually. These parks, facilities, and programs are an important component of what makes Mason a great place to live and work.

Mason Community Center

Fitness activities available at Mason Community Center are centered around the facility's expanded fitness center and group exercise activities. The fitness center has the latest in workout equipment, with a cardio theater system connected to a range of equipment and TVs. New equipment includes a Gravity Training System and the TRX suspension training system. Patrons may enroll with a personal trainer for one-on-one assistance with their workouts and to help them meet their personal training goals. A post rehabilitation program helps physical therapy patients bridge the gap between physical therapy and their own independent exercise program. The therapist may recommend the warm water therapy pool in addition to the equipment in the fitness center.

Over 100 group exercise programs are offered each week to help round out the workout experience. Cycling, dance, Body Pump, Zumba, several forms of yoga, strength building, water fit, and many other classes are offered on a drop-in basis.

Mason Community Center is home to the Mason Twisters gymnastics team, a team that is growing in reputation for excellence. The Twisters practice in the dedicated multi-purpose room with tumbling tracks, table vault, a Resi-Pit lined gymnastics pit, and other equipment.

Other areas of the facility include a field house with four 84' x 50' courts, a gymnasium, 1/9 mile walking/jogging track on the second floor, 30-foot climbing wall and exergames in The Edge, classrooms, rooms to rent for meetings and parties, the Senior Center, and Kids Korner, a child care facility for up to 2.5 hours per day.

Two swimming pools provide a variety of swim activities. The 161,400-gallon leisure pool has a 3-story body flume slide, a lazy river and vortex, an interactive water playground, tot slide, spa, and zero-depth entry. The 25-meter x 25-yard competition pool has two diving boards and an adjustable depth floor to accommodate a variety of programming activities. An extensive learn-to-swim program is offered under the umbrella of the acclaimed Swim America program. The City of Mason's Manta Rays swim team has earned national recognition and is one of the top-ranked teams of its size, with some swimmers advancing to the pre-Olympic trials.

The Meet Me on Main Café and Symbiosis store and postal unit are open to all visitors at the center, even if they are not members. The center also includes tenant space leased to Group Health Associates for medical offices and to AssureRx, a medical research company.

The facility is open to the public daily, year-round. Patrons may pay the daily admission fee or choose an appropriate membership option. Residency in the City of Mason is not required.

Hundreds of activities are scheduled each year at Mason Community Center and in Mason parks. Youth sports, enrichment programs for youth and adults that range from ballroom dancing to art and computer classes, community events, weight loss programs, day camps for children when school is out, and more keep residents engaged.

Understanding that customer service is key to the success of Mason Community Center, the staff is committed to creating a welcoming and beneficial environment for all patrons. The competent and friendly staff help make Mason Community Center the centerpiece of the Mason community.

City Mission Statement

We are driven to make a difference. We work responsibly, speak honestly, act compassionately, and stand accountable to those who entrust us with their lives, their families, their livelihood, and their dreams.

Together—through the guidance of our community and the initiative of our employees—we make the difference that promises Mason an even better tomorrow.

Benefits Profile

- Public Employees Retirement Services: 14% contribution paid by the City of Mason, 10% by employee.
- Health insurance premium paid in full; PPO with one of the largest carriers in the state of Ohio. City of Mason owns its own insurance plan. Effective thirty days after hire.
- Vision coverage of \$200 per dependent available for less than \$4 per month.
- Dental coverage of \$750 per dependent available for less than \$6 per month.
- Paid holidays: President's Day, New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving, day after Thanksgiving, Christmas Eve, and Christmas Day.
- Sick leave - Accrual rate of eight hours of sick leave for every thirty days worked (sick leave may not be taken while on probation).
- Vacation - Eighty hours of vacation for years 1 through 4; one hundred and twenty hours of vacation for years five through nine; years ten and up are one hundred and sixty hours of vacation. (Carry-over is allowed up to three times current earned hours.)
- Life insurance policy of \$50,000 during employment (city pays premium), with option to purchase for family members at a discounted rate.
- Funeral leave - up to three days.
- Introductory period of six months, merit increase upon successful completion of the introductory period.
- Deferred compensation available (no match).
- Financial and professional support of related affiliate associations and membership.
- One percent earnings tax withheld.



This is a job announcement and not an individualized job description. A job announcement defines the general character and scope of duties and responsibilities. The job announcement is not intended to describe and does not necessarily list all the essential job functions for a given position.

No part of this job announcement is meant to imply a contractual relationship for the respective position and no person may alter this non-contractual relationship at any time.

Application Requirements

Applications for this position must be filled out online by visiting www.imaginemason.org and going to the employment page. It will take about two hours to complete the application and assessment tests.

A résumé will not be accepted in lieu of requested material. Additional documentation will not be accepted at this time; any forwarded will be destroyed.

*Equal Opportunity Employer
Women, Minorities, and Others are Encouraged to Apply*

Please Apply Online

www.imaginemason.org/employment