



## **Facilities & Aquatics Manager**

### **Naperville Park District**

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**Closing Date:**

**Salary:** \$86,200/yr - \$90,000/yr

#### **Description:**

##### **Overview:**

Under the general supervision of the Superintendent of Recreation, the Facilities and Aquatics Manager oversees the delivery of services for the District's aquatic facilities and programs including but not limited to Centennial Beach, Splash Pads, Ice Rinks, indoor swim lessons, conditioning, water polo and winter activities.

#### **Essential Duties and Responsibilities:**

1. Develop, plan, organize, and manage facilities and programs subject to the needs and interests of the community, and in support of the District's mission, vision, and core values.
2. Coordinate with the Trades division on the mechanical operations of the Centennial Beach facility. Work closely with the department to assure safe and productive operations of pumps, filters, chemical feeders, and other related equipment.
3. Coordinate with the Parks Department and Custodial Division on the general maintenance and aesthetics of Centennial Beach facility and grounds and other facilities.
4. Provide leadership to staff. Manage work, including planning, assigning, scheduling, and reviewing work, ensuring quality standards. Responsible for hiring, disciplining, training, and developing, reviewing performance, and administering performance improvement plans for staff. Approve and sign off on biweekly payroll.
5. Create and implement a comprehensive operations and staffing plan for Centennial Beach and related facilities.
6. Work closely with related departments to identify strategic initiative, establish direction, and further develop customer service philosophy. Evaluate program content and facility operation through observation, participant and staff comments, records of participation, demographics, and trends, and formulate recommendations to improve services.
7. Coordinate the use of facilities and services with other departments in the District, school districts, community organizations, and with contractual vendors. Modify activity schedules as needed to optimize facility utilization.
8. Ensure the accurate and timely completion of independent contractor agreements and uphold terms of the agreements with contractual vendors.

9. Work closely with related departments to develop, evaluate, and implement membership programs for District facilities.
10. Establish, support, and maintain facility standards.
11. Develop and implement an effective public marketing program for aquatics, facilities, and programs. Prepare information for the promotion of programs and work closely with the Marketing department in the design and development of program guides, flyers, posters, brochures, and web materials.
12. Ensure confidential use of customer information, including credit card transactions and household accounts.
13. Develop annual department/division budget and yearend projections as outlined in the annual budget calendar. Communicate budgetary requests as needed and educate direct reports on the approved annual budget. Continuously monitor budget performance throughout the year, adjusting for unexpected expenses or fluctuations in revenue as appropriate. Approve expenditures.
14. Optimize traditional and alternative revenue sources available for programming and department objectives.

**Other Duties and Responsibilities:**

- Complete audit reports by Ellis and Associates.
- Secure appropriate Health Department permits required for aquatics operations.
- Formulate and recommend policies and programs that guide the District in maintaining and improving its image, competitive position, service levels, and profitability.
- Maintain Lifeguard Instructor certification. Instruct training for Park District staff as needed.
- Assists with District special events.
- Other duties as assigned.

**Knowledge, Skills, and Abilities:**

- Knowledge and skill in planning, organizing, and operating special facilities.
- Knowledge of the principles and practices of swimming instruction and lifeguarding.
- Familiarity with marketing techniques, market analysis, and promotions.
- Knowledge of aquatic and food service safety, liability, and risk management principles.
- Working knowledge of basic computer software.
- Ability to multitask, organize, and maintain attention to detail. Ability to prioritize and handle a variety of different tasks at the same time.
- Knowledge and skill in budget preparation, financial management, and fiscal control.

**Education and Experience:**

- Bachelor's degree in Recreation, Physical Education, Facility Management or related field.
- Minimum five (5) years in progressively responsible aquatic, facility, or related recreational positions, or an equivalent combination of education and experience.
- Valid driver's license.
- Aquatic Facility Operator (AFO) or Certified Pool Operator (CPO) certification required.
- Possession of, or the ability to obtain, Lifeguard Instructor certification, preferred within two (2) months of hire.

**Special Considerations:**

- Subject to both office and outside environmental conditions.
- Subject to modified/flexible work schedules.
- Exposure to chemicals, dust, fumes, dirt, loud noise, and insect bites.
- Ability to travel to and work at all Naperville Park District facilities and ambulate around Centennial Beach and assigned facility grounds.

- Regular onsite attendance is an essential function of this position.

**Benefits**

<https://npd.sharefile.com/public/share/web-s751fcade1b1746168ccfaaf8bf98bd>

Full Salary Range: \$86,184.85/yr - \$129,277.28/yr

*To be considered for this position, interested individuals must complete the online application accessible at*

*www.napervilleparks.org/employment. Materials submitted through mail, email, or fax will not be considered.*