

### Anoka County Career Opportunity

**Apply online at: www.anokacounty.us**

**Salary: $26.45 - $27.24 Hourly**

**Full-time**

**Job #22253**

**Opening Date: 7/22/2022**

**Closing Date: 8/5/2022**

**MANAGER, RECREATION FACILITIES**

Discover a career where every day is an adventure. The Manager, Recreation Facilities will provide leadership and direction in all aspects of facility operations at Bunker Beach Water Park, including planning, implementation, and staffing. You will manage a variety of programs throughout the Anoka County Parks System and assist in marketing and coordinating services for Bunker Beach Water Park and Chomonix Golf Course.

Anoka County Parks is committed to positively impacting the quality of life in Anoka County by providing parks, outdoor recreation, and leisure services for the public. Their mission encompasses the protection of the natural environment, improving the health of citizens, and supporting a strong local economy.

This full-time, exempt, benefit-eligible position is located at the Anoka County Parks Department/Bunker Beach Water Park. This position requires conducting programs and facility operations on weekends, evenings, holidays, and during all weather conditions. This position also includes the probability of responding to weekend or after business hours emergency situations.

**Why join Anoka County?**

* 24 days of paid Flexible Time Off and 11 paid holidays.
* Comprehensive insurance including medical, dental, vision and more.
* Medical and dental clinic exclusive to employees, located at the Anoka County Government Center.
* Advancement/professional development opportunities.
* Pension plan and other retirement investment options.

Learn more about our robust benefits package by going to our website. [www.anokacounty.us/benefits](http://www.anokacounty.us/benefits)

**EXAMPLES OF ESSENTIAL DUTIES**

**Duties and Responsibilities**
*These examples are not all inclusive and are intended to be illustrative of primary responsibilities of an Anoka County Manager, Recreation Facilities.*

* Manage day-to-day operations at Bunker Beach Water Park and orchestrate a clean, safe, well-maintained facility.
* Comply with OSHA requirements, State and County pool chemical and food service codes.
* Recruit, interview, certify, hire and train seasonal and full-time Bunker Beach Water Park staff.
* Responsible for daily supervision and scheduling of Bunker Beach Water Part staff.
* Assist with managing the Bunker Beach Water Park budget including maintaining accurate daily income reports, financial reports with the point-of-sale system, inventory, and other records.
* Program and coordinate recreation services related to outreach, recruitment, and special events.
* Assist with Chomonix Golf Course and other departmental program functions and services.
* Provide excellent customer service to guests of the park’s system.
* Perform other job-related duties as assigned.

**REQUIREMENTS**

**Minimum Qualifications (Required)**

* Bachelor’s degree in Recreation and Park Administration or a closely related field.
* Three years (2,080 annual hours) of work experience in recreation facility operations such as swimming pools or water parks.
* One year (2,080 annual hours) of customer service work experience.
* Have or obtain within six months of hire an American Red Cross Lifeguard Instructor certification.
* Have or obtain within six months of hire a Food Manager/ServSafe certification.
* Have or obtain within six months of hire an Aquatic Facility Operations (AFO) or a Certified Pool Operation (CPO) certification.
* Must successfully pass criminal history and driver's license background checks.

**Preferred Qualifications**

* Work experience in public parks, aquatic, or recreational facilities.
* One year (2,080 annual hours) of supervisory experience.

**Knowledge, Skills, and Abilities needed:**

* Understanding of lifeguard programming and emergency action plans.
* Strong leadership and problem-solving skills.
* Communication effectively both in writing and verbally.
* Knowledge of aquatic facility operations and programming including pool mechanical systems and chemical applications.

**Work Environment:**

The work is performed primarily outdoors at the water park during the summer months and will be exposed to the usual weather extremes such as heat, humidity, direct sunlight, and occasionally severe storms. This position will also be working with pool chemicals and mechanical systems.

**GRADE LEVEL**

**Salary**

Standard hiring rate: $55,016 to $56,659 ($26.45 to $27.24 per hour). Exempt.
2022 Anoka County Salary Schedule, Grade C013: $55,016 to $99,569 ($26.45 to $47.87 per hour).
Upon successful completion of an initial hire probationary period, employees will be reviewed for a potential pay increase and reviewed at least annually thereafter.

**Hours**
Full-time; 40 hours per pay week.
The work schedule is primarily Monday through Friday, 8 a.m. to 4:30 p.m. **(Labor Day – April 1st)**.
Schedule during April – August will increase and vary based on the business needs of the water park.

**Selection Process**The examination/selection process for this classification will consist of a review of your training and experience from the application materials submitted. The most qualified candidates will be invited for an oral exam and/or interview.

Include responses to all supplemental questions with your application no later than 4:30 p.m. on the closing date of the position. **A complete application is required for you to be considered.** Resume and cover letter submissions are optional and cannot be used in lieu of the application

**Additional Information**

Our team of nearly 2,000 employees is united by a common mission to preserve the public's trust. We do this by bringing our very best to work every day and serving Anoka County's 345,000 citizens in a respectful, innovative and fiscally responsible manner. If your career aspirations resonate with our mission, we invite you to*Find Your Path*with Anoka County! Apply today to join our team.

If you are requesting an exam accommodation, would like to submit Veterans’ Preference information or have any other questions regarding this job posting, please call the Anoka County Human Resources Department at 763-324-4300 and reference the posting title and number. Veterans’ Preference documentation must be submitted to Anoka County Human Resources prior to the closing date and time of the posting.

**Have a question about the hiring process? Please visit:** [**www.anokacounty.us/er-faq**](http://www.anokacounty.us/er-faq)

Supplemental Questions:

* Do you have at least a bachelor's degree in recreation and park administration or a closely related field? Y/N
* Do you have at least three years (2,080 annual hours) of work experience in recreation facility operations such as swimming pools or water parks? Y/N
* Do you have at least one year (2,080 annual hours) of work experience in customer service? Y/N
* Do you have, or can you obtain within six months of hire, an American Red Cross Lifeguard Instructor certification? Y/N
* Do you have, or can you obtain within six months of hire, a Food Manager/ServSafe certification? Y/N
* Do you have, or can you obtain within six months of hire, an Aquatic Facility Operations (AFO) or a Certified Pool Operation (CPO) certification? Y/N
* How many years (2,080 annual hours) of work experience do you have in public parks, aquatic, or recreational facilities
	+ Three or more years
	+ One to two years
	+ Less than one year
	+ I do not have this experience.
* How many years (2,080 annual hours) of supervisory experience do you have?
	+ Three years or more
	+ One to two years
	+ Less than one year
	+ I do not have this experience