City of Carroll

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MEMO TO: Mike Pogge-Weaver, City Manager MSPW

FROM: Jack Wardell, Director of Parks and Recreation JW

DATE: December 5, 2016

SUBJECT: Resolution - Aquatic and Fitness Specialist

After review of the Recreation Center Worker duties and how City staff can serve the members of the Recreation Center better, it is apparent we should create a new position of Aquatic and Fitness Specialist and this will require an increase the salary range to recruit the best possible candidates. This additional position of Aquatic and Fitness Specialist would include more duties that are needed for the City.

Currently some of the Recreation Center Worker duties include:

- Unlocks and opens Facility doors, turns on lights; takes cash register totals and obtains cash for the register.
- Answers the telephone and responds to inquiries regarding membership fees, activities and events; receives patrons and explains rules/regulations of the Facility; records and dispenses equipment used in various activities; gives tours of Facility.
- Patrols Facility premises to enforce rules regarding misconduct, environment and security of the premises.
- Completes membership forms; collects fees, explains rules, files membership cards; lists memberships that expire monthly according to residential status and status of member (family or individual).
- Maintains the appearance of the Facility by dusting, cleaning tables, checking lockers, folding towels and related custodial work.

The new Aquatic and Fitness Specialist title will encompass responsibilities more in line with the needs of the Division.

- Assist in the delivery of aquatics programs including certifications and swim lessons and fitness, and other recreational events through marketing, partnerships, evaluations, creativity, and public input to maintain and improve current programs and identify opportunities.

- Coordinate with part-time staff through scheduling, training and in-service, and guidance in established programs, services, and events.

- Instructs and/or coordinates water and land fitness programs, determining opportunities for improvements in quality and community impact of new and established programs.

- Monitor facilities and address issues, including concerns or suggestions from patrons and other employees, safety, patrolling premises to enforce rules regarding misconduct, environment and security of facilities.

- Financial responsibility through purchasing supplies, opening and closing cash drawers and daily payments and operations, and maintaining cost efficient programs.

- Performs as required incidental operation and support work at the Recreation Center and Aquatic Center and premises. Oversee and assist with facility operations, including opening and closing, cash drawer responsibilities, communication between staff and patrons, reservations and general office duties.

City staff recommendation would be to have the same salary range as the Recreation Program Specialist $16.751 - $22.334/hr. The Recreation Center and Aquatic Center budgets will be able to absorb this change in the current F.Y. 2017 budget.

RECOMMENDATION: For the Mayor and City Council consideration and approval of the resolution to create the position of Aquatic and Fitness Specialist and set the salary range at $16.751-$22.334/hr.

RESOLUTION NO. _____

A RESOLUTION SETTING SALARIES/WAGES FOR EMPLOYEES OF THE CITY OF CARROLL FOR THE FISCAL YEAR 2016/2017

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF CARROLL, IOWA THAT:

Section 1. The positions named in the Fiscal Year 2017 Wage Schedule below shall be paid the salaries or wages indicated and the City Clerk and/or City Manager is hereby authorized to issue checks less legally required or authorized deductions from the amounts set out below on a bi-weekly basis, and also make such contributions to Social Security, I.P.E.R.S., or other purpose as required by law or authorization of the Council, all subject to audit and review by the Council.

Section 2. All City personnel are subject to the provisions contained in the City of Carroll Personnel Policy Manual adopted on February 24, 2003 and last updated on May 9, 2016. All employees and positions covered by bargaining units or other employment related contracts are subject to the terms and conditions of those agreements in addition to the City's Personnel Policy Manual.

Position	**July 1, 2016 Hourly Rate / Salary**
Aquatics & Fitness Specialist	16.751 - 22.334

Passed and approved on this 12th day of December, 2016.

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Eric P. Jensen, Mayor

ATTEST:

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Laura A. Schaefer, City Clerk