



# New Orleans Civil Service

AN EQUAL OPPORTUNITY EMPLOYER

OFFICIAL CLASS TITLE

RECREATION ADMINISTRATOR I  
(AQUATICS DIRECTOR)  
(CLASS CODE 6154)

ENTRANCE SALARY: \$49,889 PER YEAR

FINAL DATE FOR FILING APPLICATIONS: Friday, October 10, 2014

KIND OF WORK:

Professional work responsible for planning, organizing, supervising, and evaluating aquatics programming in order to provide diverse recreational and instructional opportunities for individuals of all ages. Work also includes:

- Leading a team of lifeguards and support staff, and maintains effective relationships with partner organizations and community leaders.
- Managing daily operations at all NORDC aquatics facilities, and ensure that all safety, health, and maintenance protocols are consistently enforced.
- Managing all revenue streams, including proper collection, accounting, and routing of funds for facility rentals, fees for services, contractual vendor relationships, and merchandise sales.
- Hiring, training, and evaluating a staff of lifeguards and senior lifeguards that operate 11-12 summertime NORDC swimming pools and 2-5 year-round natatoriums.
- Managing a staff of more than 25 people year round and an additional 150-200 people in the summertime.
- Submitting and managing payroll and personnel documents in a timely and compliant manner.
- Planning accordingly to staff and open new natatoriums and new summertime pools as Capital Project development continues.
- Ensuring that all aspects of aquatics operations are in compliance with all NORDC policies and industry best-practices.
- Administering a budget of \$1,000,000+ and maintaining accountability for all reports, reconciliations, and expenditures.
- Ensuring that all pools have adequate equipment and supplies, and that all procurement is compliant with NORDC and City policies.
- Managing relationships with vendors and partner organizations critical to the Aquatics Operations, including Security, Swim Instruction, and Corporate funders.
- Implementing and overseeing systems and procedures which maintain safety, cleanliness, and maintenance standards for all staff and participants, and react appropriately and promptly in emergency situations.
- Directing and coordinating lifeguard and instructor coverage for all NORDC aquatics facilities.
- Directing and coordinating CPR/First Aid/ Lifeguard certification programs.
- Promoting NORDC aquatics programming; representing NORDC aquatics in public meetings and community organizations.
- Working hands-on as needed to ensure full operational readiness at all facilities.
- Performing related duties as required.

MINIMUM QUALIFICATION REQUIREMENTS:

- 1) A Bachelor's Degree from an accredited college or university. Official college transcript or original college diploma must be presented within two weeks of application.
- 2) Four\* years of full-time professional recreation work with final responsibility for planning, coordinating, and implementing a complex, multi-faceted aquatics recreation program. At least one (1) year of this experience must have been supervisory and have included responsibility for budget preparation/development.

\*A Master's Degree from an accredited college or university may be substituted for two years of non-supervisory experience/non-budget experience.

- 3) A valid driver's license which must be presented at the time of application. Applicants must have a good driving record.

A special Recreation Administrator I (Aquatics Director) Work History Form must be completed and turned in to the Civil Service Department within two weeks of application.  
(SEE REVERSE SIDE FOR ADDITIONAL INFORMATION)

The below listed certifications must be obtained and presented to NORDC Personnel within 60 days of hire. Failure to obtain any of the certifications within the specified timeframe will result in termination.

- 1) Current Lifeguard Training Certification from a nationally recognized professional provider.
- 2) Current Community First Aid and CPR for the Professional Rescuer from a nationally recognized professional provider.
- 3) Current Water Safety/Lifeguard Instructor certifications from a nationally recognized professional provider.

#### KIND OF EXAMINATION:

A rating of training and experience, weighted 100%. Credit will only be given for related experience gained within the last ten (10) years.

This is an original entrance examination.

DOMICILE requirements are currently waived for the purpose of application. However, all new employees hired into this classification on or after January 1, 2013 must be domiciled in Orleans Parish within 180 days of hire.

This position is subject to a background check for any convictions related to its responsibilities and requirements. Employment is contingent upon successful completion of a background investigation including criminal history. Criminal history will not automatically disqualify a candidate.

THE CITY OF NEW ORLEANS IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, GENDER, AGE, PHYSICAL OR MENTAL DISABILITY, SEXUAL ORIENTATION, CREED, CULTURE, OR ANCESTRY. REQUESTS FOR ALTERNATE FORMAT OR ACCOMMODATIONS SHOULD BE DIRECTED TO AMY TREPAGNIER AT (504) 658-3516 OR TTY/VOICE AT (504) 586-4475 or (504) 658-4020.

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#### GENERAL INFORMATION AND REQUIREMENTS

Applications will not be accepted if received after the closing date or after the stated maximum number of applications has been received, as specified on this announcement. All minimum qualification requirements for examinations must be met by the final filing date unless otherwise specified on this announcement. Applications must be submitted on the official application form AND MUST BE RECEIVED IN THE DEPARTMENT OF CITY CIVIL SERVICE, 1340 POYDRAS STREET, SUITE 900, NEW ORLEANS, LOUISIANA, BEFORE THE CLOSE OF BUSINESS ON THE FINAL FILING DATE.

**DELAY IN THE MAIL:** The Department of City Civil Service cannot be responsible for failure of the applicant to receive an admission slip to an examination or for failure of the Department to receive material mailed by the applicant. Applicants should notify the Department of City Civil Service in writing of any address changes.

DOMICILE requirements are waived for purpose of application. However, all new employees hired on or after January 1, 2013 must be domiciled in Orleans Parish within 180 days of hire. Airport employees are excluded from this provision.

The minimum age limit is 18 years for any class of work requiring hard physical labor, operation of or proximity to hazardous machinery, exposure to hazardous chemicals, or participation in any other processes or procedures which are prohibited or limited by the Louisiana State Child Labor Law.

The working test (probation) period for most positions in the classified service is six months unless otherwise specified. Any working test period may be extended to a maximum of one year at the request of the appointing authority. Positions in the Inspector General's Office, Fire Department, Mosquito Control and Police Department as well as all positions in the classes of Institutional Counselor II & III (original entrance), Librarian I-IV, Management Development Analyst I & II, and Management Development Specialist I & II (original entrance), require a one year working test period.

The City of New Orleans has a comprehensive program of substance abuse testing. Candidates for employment for certain positions where the health, welfare and/or safety of the public, co-workers and the individual employee is at risk will have to undergo pre-employment substance abuse screening. Candidates for all other original entrance positions will have to undergo an unannounced substance abuse screening during their working test period. For further information, see Civil Service Rule V, Section 9.

A MEDICAL EXAMINATION is required for all original entrance probationary appointments to ACTIVE classifications, and may be required for re-employment, promotions and/or transfers.

A MEDICAL SCREENING, which may result in a medical examination, is required for all original entrance probationary appointments to non-active classifications.

GOOD MORAL CHARACTER is required of all applicants. Any applicant may be disqualified if his/her character or past employment record is found to be unsatisfactory as determined by the Department of City Civil Service. Forgery, misrepresentation of facts, or cheating on examinations is punishable by disqualification, fine and other penalties.

**IMPORTANT:** Applicants who are licensed to drive should have a current license on their person for purposes of identification during all phases of an examination. In lieu of such license, the Department of City Civil Service may require that applicants have some form of picture identification.

**VETERANS PREFERENCE:** On original entrance examinations, veterans (as defined in Article X, Section 10(2) of the Constitution of the State of Louisiana), disabled veterans, certain spouses and parents of veterans shall receive additional credit if claimed as provided on the Veterans Preference claim form which can be obtained in this office. To obtain credit, this form must be submitted with the required proof (at the minimum, a DD214) before the final filing date.

**ACCREDITED COLLEGES AND UNIVERSITIES:** An accredited college or university is an institution that is accredited as a college or university by an organization that is recognized by the USDE (United States Department of Education).

**PROFESSIONAL ADMINISTRATIVE EXPERIENCE:** The Civil Service Department defines this experience as experience gained after receiving a Bachelor's Degree.

Revised 1/91, 4/03, 7/05, 2/07, 8/10, AND 2/12.