



City of Long Beach
AQUATICS SUPERVISOR I-II

SALARY	\$2,341.20 - \$3,793.84 Biweekly	LOCATION	City of Long Beach, CA
JOB TYPE	Classified - Full-Time, Permanent	JOB NUMBER	H31AN-24
DEPARTMENT	Parks, Recreation & Marine - (CL)	OPENING DATE	04/12/2024
CLOSING DATE	5/10/2024 4:30 PM Pacific		

DESCRIPTION



Applications are available online beginning Friday, April 12, 2024, through 4:30 pm, Friday, May 10, 2024.

SALARY INFORMATION:

- Grade I - \$2,341.20 - \$3,183.20 Bi-Weekly
- Grade II - \$2,791.12 - \$3,793.84 Bi-Weekly

EXAMPLES OF DUTIES

Under direction, manages the operations of a major aquatics facility and/or comprehensive aquatics programs and within the Department of Parks, Recreation and Marine; prepares and manages a designated portion of the aquatics budget; selects, trains, evaluates, and supervises subordinate personnel; supervises the collection and accounting of daily cash receipts; monitors pool and equipment maintenance; maintains a current Lifeguard/Instructor Procedural Manual; develops, implements and administers policies, procedures, fees and schedules for aquatic activities, services and facilities; prepares and presents oral and written reports; organizes and serves on aquatic supervisory councils or committees; maintains the inventory of materials and supplies; coordinates activities and facilities with other City Departments, outside organizations and other Divisions within the Department of Parks, Recreation and Marine; ensures that assigned facilities are in compliance with government, health, safety, and occupational standards; may oversee computerized aquatic reservation and class registration; and performs other related duties as required.

This is not an inclusive list. A complete list of examples of duties is detailed in the Civil Service Commission approved [AQUATIC SUPERVISOR I-II classification specification](#).

REQUIREMENTS TO FILE

Candidates must possess all the following (A, B, and C):

A. Bachelor's degree from an accredited four-year college or university with major course work in recreation, physical education or related field **(proof required) ***;

AND

B. Two years of equivalent full-time experience working with aquatic programs, and/or aquatic facilities of which one year of experience must have been in a lead or supervisory capacity;

AND

C. Current American Red Cross Certification **(proof required) ***:

1. Water Safety Instructor
2. Lifeguarding with CPR/AED for the Professional Rescuer
3. Lifeguarding Instructor

OPPORTUNITIES FOR SUBSTITUTION OF EDUCATION OR EXPERIENCE

Additional experience may be substituted for the required education on a year-for-year basis to the extent that the experience has prepared the individual to perform the duties of the classification.

***Proof of required documents, such as degree or transcripts, must be uploaded to the online application at the time of filing. Any proofs submitted must contain either the applicant's name or other identifying characteristics on the form. Degrees must indicate the field of study and transcripts must indicate a field of study and degree conferred date. Candidates who possess degrees from colleges or universities outside the United States must attach proof of educational equivalence at the time of filing.**

Knowledge, Skills, and Abilities:

Candidates must possess all of the following:

- Knowledge of principles and practices of employee, supervision, including selection, training, performance evaluation, discipline and labor laws;
- Knowledge of principles, practices, methods, and techniques of planning, developing, implementing, and evaluating aquatic programming, and facility management;
- Knowledge of Federal, State, and Local Laws and regulations related to the provisions of aquatics services;
- Knowledge of occupational hazards and related safety precautions;
- Knowledge of principles and practices of administrative procedures, recordkeeping, budgeting and accounting;
- Knowledge of computer operation skills, including word processing, database programs, spreadsheets, electronic mail, and class/registration systems;
- Ability to establish and maintain working relationships with employees, contractors, vendors, and members of the public;
- Ability to plan, organize, schedule, and monitor work;
- Ability to effectively communicate orally and in writing;
- Ability and willingness to work an irregular schedule, including nights, weekends and holidays.

Title 22 First Aid certification prior to the completion of probation.

Completion of Certified Pool Operator (CPO) or Aquatic Facility Operator (AFO) certification prior to the completion of probation.

A valid motor vehicle operator's license, or the ability to arrange necessary and timely transportation for field travel.

DESIRABLE QUALIFICATIONS: Bilingual/biliterate skills (Spanish, Khmer, or Tagalog) is desired for some positions.

SELECTION PROCEDURE

EXAMINATION WEIGHTS:

Application and Supplemental Application.....Qualifying

Screening of applicants will be conducted on the basis of application and required supplemental application submitted. This selection procedure will be conducted using a continuous non-competitive process, which means applications are evaluated solely on training, experience, education, or certification. All applicants meeting the minimum qualifications will be placed on an eligible list. Applicants receiving Veteran’s Credit will be placed on the eligible list first and then in the order in which applications were filed. This is a continuous eligible list, which means eligible lists may be established periodically and may expire six months from their effective date. Applicants may apply only once during a four-month period. **Candidates meeting the minimum qualifications with applications received by April 26, 2024, will be placed on Test #01 established eligible list.**

If you have not received notification within two weeks of filing, please contact the Civil Service Department at (562) 570-6202.

EQUITY AND INCLUSION

The City of Long Beach is committed to creating a workplace where every employee is valued for who they are. Having our workforce reflect the diversity of our community at various levels of the organization is a continuous goal embraced by our departments, management staff, and policymakers. To support efforts of fairness and diversity, City Leadership is committed to incorporating equity and inclusion into our work by supporting staff and community partners. We are committed to promoting transparency by publishing updated demographic information for employees, including workforce diversity data and pay by race and gender.

The City of Long Beach will consider qualified applicants with a criminal history pursuant to the California Fair Chance Act. You are not required to disclose your criminal history or participate in a background check until you receive a conditional job offer. If the City of Long Beach has concerns about a conviction that is directly related to the job after making a conditional job offer and conducting a background check, you will have the opportunity to explain the circumstances surrounding the conviction, provide evidence to mitigate concerns, or challenge the accuracy of the background report. Find out more about the Fair Chance Act by visiting <https://calcivilrights.ca.gov/fair-chance-act>



In support of the City's Language Access Policy, bilingual skills (Spanish, Khmer, and/or Tagalog) are desirable for positions interacting with the public. This information is available in an alternative format by request at (562) 570-6202. If special accommodation is desired, please contact the Civil Service Department two (2) business days prior to the test at (562) 570-6202. For the hearing impaired, call (562) 570-6638.
An Equal Opportunity Employer.

J.O.B. H31AN-24 AS:SR CSC 4/10/24

Agency

City of Long Beach

Department

Parks, Recreation & Marine - (CL)

Address

Civil Service Department
411 W. Ocean Blvd., 4th Fl
Long Beach, California, 90802

Phone

(562) 570-6202

Website

<https://www.governmentjobs.com/careers/longbeach>

AQUATICS SUPERVISOR I-II Supplemental Questionnaire

*QUESTION 1

INSTRUCTIONS: The purpose of these supplemental questions is to derive more specific information about your qualifications for the position of **AQUATICS SUPERVISOR I-II**. Applicants must clearly demonstrate their qualifying experience. **Resumes will not be considered as part of the Civil Service application process and may not be substituted in lieu of the completed application or supplemental questionnaire application (i.e., responses should NOT state "see resume").** The application and supplemental application must be completed and submitted by the filing deadline for further consideration. Candidates who possess degrees from colleges or universities from outside the United States must attach proof of educational equivalency. If you require assistance, please call our customer service line at (562) 570-6202 during the filing period between the hours of 7:30 AM-4:30 PM, Monday through Friday. Do you understand the instructions for completing and submitting the application, supplemental questionnaire, and required documents for this job that you are applying for?

Yes

*QUESTION 2

REQUIREMENTS TO FILE: A bachelor's degree from an accredited four-year college or university with major course work in recreation, physical education or related field (proof required*) is required. Additional experience may be substituted for the required education on a year-for-year basis to the extent that the experience has prepared the individual to perform the duties of the classification. Select the option that best describes your qualification.

I have a bachelor's degree from an accredited four-year college or university with major course work in recreation, physical education or related field and have attached my proof to this application.

I do not have a bachelor's degree from an accredited four-year college or university with major course work in recreation, physical education or related field, however I have additional experience that may be substituted for the required education on a year-for-year basis to the extent that the experience has prepared the individual to perform the duties of the classification.

I do not have a bachelor's degree from an accredited four-year college or university with major course work in recreation, physical education or related field.

*QUESTION 3

Two years of equivalent full-time experience working with aquatic programs, and/or aquatic facilities is required. How much experience do you have?

- 1 - 6 months
- 7 - 12 months
- 1 - 1 years, 11 months
- 2 - 3 years
- More than 3 years
- No paid experience

*QUESTION 4

Two years of equivalent full-time experience working with aquatic programs, and/or aquatic facilities is required. Describe your experience working with aquatic programs, and/or aquatic facilities. To receive credit for the required experience, include the following information describing your experience as it relates to the requirements. Do not copy

and paste your resume. 1) Employer Name 2) Your Job Title 3) Dates of employment (mo/year to mo/year) 4) Total average hours per week 5) Duties performed for position held. Your responses must be complete to receive credit for this experience. **Incomplete responses WILL NOT receive credit.** If you do not have any related experience, please indicate with **NONE**.

***QUESTION 5**

Two years of equivalent full-time experience working with aquatic programs, and/or aquatic facilities of which one year of experience must have been in a lead or supervisory capacity is required. How much **LEAD OR SUPERVISORY** experience do you have?

- 1 - 6 months
- 7 - 11 months
- 12 months - 2 years
- More than 2 years
- No paid experience

***QUESTION 6**

REQUIREMENTS TO FILE: Two years of equivalent full-time experience working with aquatic programs, and/or aquatic facilities of which one year of experience must have been in a lead or supervisory capacity is required. Describe your experience **servicing in a lead or supervisory capacity** working with aquatic programs, and/or aquatic facilities. To receive credit for the required experience, include the following information describing your experience as it relates to the requirements. **Do not copy and paste your resume.** 1) Employer Name 2) Your Job Title 3) Dates of employment (mo/year to mo/year) 4) Total average hours per week 5) Total # of staff you led or supervised 6) Duties performed for position held. Your responses must be complete to receive credit for this experience. **Incomplete responses WILL NOT receive credit.** If you do not have any related experience, please indicate with **NONE**.

***QUESTION 7**

REQUIRED CERTIFICATIONS: A valid copy of the following certifications are required and must be attached (uploaded) to the application at the time of filing: (**#1, 2, and 3 required at time of filing**) 1) American Red Cross -Water Safety Instructor; 2) Lifeguarding with CPR/AED for the Professional Rescuer (*First Aid CPR/AED*) 3) Lifeguarding Instructor (*Training Instructor*) Check all certifications that you currently possess and have attached to the application. Check all that apply. (**certifications must be valid**)

- American Red Cross Water Safety Instructor
- Lifeguarding with CPR/AED for the Professional Rescuer (First Aid CPR/AED)
- Lifeguarding Instructor (Training Instructor)
- Title 22 First Aid certification (Must be obtained prior to completion of probationary period)

***QUESTION 8**

Candidates must also have at least one (1) of the following certifications prior to the completion of probation. Certified Pool Operator (CPO) Aquatic Facility Operator (AFO) If you currently possess any of these certifications, check all that apply. **Certifications must be valid and attached to your application.**

- Certified Pool Operator (CPO)
- Aquatic Facility Operator (AFO)
- I do not have either of the listed certificates and understand that I must obtain at least one of these certificates prior to the completion of probation.

***QUESTION 9**

ACKNOWLEDGEMENTS By answering yes, I understand that proof of required documents must be submitted as attachments at the time of filing. I also understand that failure to submit all required documents at the time of filing will result in my application being considered incomplete. Proofs for this position may include: college transcripts/degrees and/or DD-214 Member 4 Form, if claiming veteran's preference. *Please note that candidates who possess degrees from colleges or universities from outside the United States must attach proof of educational equivalency at the time of filing.*

For information on evaluation services: [Education Evaluation Services](#)

Yes

***QUESTION 10**

By answering "yes", I understand that the City of Long Beach utilizes electronic mail (email) to notify applicants of important information related to job applications submitted online through Governmentjobs.com. As an applicant, if I do not wish to receive emails from the City of Long Beach and decide to unsubscribe from email notifications and/or text messages, I may miss important information (i.e. employment opportunities) regarding the status of any job applications that I submit online. If you have questions or need clarification, please contact the Civil Service Department at (562) 570-6202.

Yes

***QUESTION 11**

By answering "Yes" and submitting this application, I certify the following: 1) I have personally completed the information provided and it is accurate and complete to the best of my knowledge; and 2) I understand that any falsification may cancel any terms, conditions, or privileges of employment. I understand and acknowledge the statements above.

Yes

* Required Question