



CITY OF PINE BLUFF

DEPARTMENT OF HUMAN RESOURCES

JOB ANNOUNCEMENT

JOB TITLE: Aquatics Center Director

Department: Aquatics	Status: Permanent
Annual Salary: \$47,106.11	Available Positions: 1
Application Process: Applicants should apply at City Hall, Room 104, Department of Human Resources by 5:00 p.m. on the closing date. Applicants may also download a copy of the application at www.cityofpinebluff.com	
CLOSING DATE: 4/3/24	
Department of Human Resources 200 E. 8 th Avenue, Room 104 Pine Bluff, AR 71601	Office (870) 730-2038/ FAX (870) 730-2157 Office Hours: Monday-Friday: 8:00 a.m. – 5:00 p.m.

ESSENTIAL JOB FUNCTIONS: The Aquatics Center Director is responsible for managing the operations and programs of the Aquatics Center for the City of Pine Bluff. The Director also supervises water safety instruction, lifeguards, water aerobics instructors, and other assigned duties. The Director schedules reservations for the center, provides maintenance for the aquatics facility, purchases all chemicals, cleaning supplies, and parts, and assures staff members maintain safe, playable, and aesthetically pleasing aquatics recreation venues and events, and adhere to policies and procedures for efficient and safe operations. The Director maintains program accounting and administrative records, manages expenditures, tracks revenue, and monitors budget; oversees procurement activities for supplies and equipment in accordance with purchasing policies and all other duties assigned.

ACCEPTABLE EXPERIENCE AND TRAINING: Bachelor's degree (B.A. or B.S.) from a four-year college or university and/or training or equivalent combination of education and experience and a minimum of two years of management experience.

The CITY OF PINE BLUFF is an EQUAL OPPORTUNITY EMPLOYER and does not discriminate in its employment practices on the basis of race, sex, age, religion, national origin or physical or mental disability.