

County of Santa Cruz

INVITES YOU TO APPLY FOR:



AQUATICS PROGRAM SPECIALIST

Supplemental Questionnaire Required

Open and Promotional

Job # 24-GK4-01

Salary: \$4,332 – 5,477 / Month

Closing Date: Friday, October 11, 2024

County Equity Statement

Equity in action in Santa Cruz County is a transformative process that embraces individuals of every status, providing unwavering support, dignity, and compassion.

Through this commitment, the County ensures intentional opportunities and access, fostering an environment where everyone can thrive and belong.

THE JOB: Supervise, organize, motivate and assist with hiring and training of the aquatics staff; schedule and evaluate the staff assigned to a swimming facility; ensure that safety standards, sanitary requirements and regulations are enforced; prepare and maintain routine reports on staff and operations; prepare staff schedules; supervise the care and maintenance of swim lesson, exercise, first aid, and lifesaving equipment; inventory equipment and supplies; enforce water safety rules and regulations; perform rescues; perform first aid and resuscitation; act as a liaison between the public, staff and office personnel; evaluate programs and suggest improvements; supervise routine maintenance; plan and facilitate staff meetings and in-service training; teach aquatics staff the lifeguard, first aid, CPR, and water safety courses required to perform their job; teach community courses that qualify the public to apply for lifeguard positions at Simpkins Family Swim Center; handle general daily functions of an aquatics facility; notify supervisors of disturbances, emergencies and staff performance and facility problems; open and close swimming facilities; assist in the planning, organization, set up and teardown of accommodations for special events and facility rentals; perform cashier, office, and clerical duties, and perform other duties as required. May be required to furnish identification badges, uniforms, and Red Cross materials.



THE REQUIREMENTS: Any combination of training and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain these knowledge and abilities would be:

The full-time equivalent of nine months experience as a lead-worker or supervisor in aquatics programs.

SPECIAL REQUIREMENTS/CONDITIONS: LICENSE/CERTIFICATE: Possession of a valid American Red Cross (ARC) lifeguard training certificate*; Possession of a valid ARC CPR for the Professional Rescuer (CPR Pro) certificate* OR American Heart Association Basic Life Support (BLS) for the Health Care Profession (Provider C);

*Acceptable Lifeguard and CPR Certifications include:

American Red Cross Lifeguarding/First Aid/CPR/AED

OR

American Red Cross Lifeguarding/First Aid WITH American Red Cross CPR for the Professional Rescuer OR American Red Cross CPR – AED for Lifeguards.

You must submit a copy of each certificate you possess with your application in one of the following ways: e-mail personnel@santacruzcountyca.gov / fax (831-454-2240) / or bring the copies to the Personnel Department.

IF HIRED, APPLICANTS UNDER 18 YEARS OF AGE MUST SUBMIT A WORK PERMIT. STUDENTS CAN OBTAIN WORK PERMITS FROM THE ADMINISTRATION OFFICE AT THEIR SCHOOL.

POST-EMPLOYMENT CERTIFICATION: Within the first six months of employment, possess the following:

1) ARC Trainer certificates for Lifeguard and Title 22 courses, 2) A valid Oxygen Administration certificate, 3) A valid ARC Water Safety Instructor certificate or a Santa Cruz County Instructor Training Program AND

4) Attain one of the following:

- First Aid for Public Safety Personnel (Title 22)
 - ARC Emergency Responder
 - First Responder
- OR
- Emergency Medical Technician (EMT).

BACKGROUND INVESTIGATION: Fingerprinting is required for some positions.

SPECIAL WORKING CONDITIONS: Some positions may involve exposure to variable temperatures and weather conditions; strong and unpleasant odors and fumes; noise from children; allergens such as poison oak, pollen, and bee stings; pool chemical fluctuations which might cause irritation to eyes and skin; and the possibility of administering first aid which may involve exposure to infections which might cause chronic disease or death.

OTHER SPECIAL REQUIREMENTS: Availability to work variable schedules including early mornings, evenings, weekends and holidays.

KNOWLEDGE: Thorough knowledge of the principles, practices and application of lifesaving, first aid and CPR techniques. Working knowledge of swimming pool operation, including sanitation and safety; and the aquatics program area to which assigned. Some knowledge of supervision and training.

ABILITY TO: Communicate effectively and tactfully with those contacted in the course of business including participants, staff, parents, and the public; write clearly and concisely; maintain a professional demeanor; accept constructive criticism and direction from supervisors; understand and follow oral and written instructions; maintain a clean and orderly work site; supervise, evaluate, and train lower level staff and volunteers; administer first aid; see program participants in need of assistance from near and far distances; provide leadership and motivate staff; independently make decisions; read, understand and explain County policies and procedures; maintain records and periodic reports; perform simple arithmetic calculations to make change; motivate program participants; effectively deal with stressful and emergency situations; successfully complete all training provided by the department; perform tasks requiring physical strength and/or stamina to effectively rescue victims, administer first aid and CPR; hear and distinguish a variety of sounds in a noisy environment such as participants in need of assistance, fire alarms, whistle, and approaching vehicles or equipment which might pose a danger; and the ability to speak loudly in order to warn program participants of impending danger.

THE EXAMINATION: Your application and supplemental questionnaire will be reviewed to determine if you have met the education, experience, training and/or licensing requirements as stated on the job announcement. If you meet these criteria and are one of the best qualified, you may be required to compete in any combination of written, oral and/or performance examinations or a competitive evaluation of training and experience as described on your application and supplemental questionnaire. You must pass all components of the examination to be placed on the eligible list. The examination may be eliminated if there are ten or fewer qualified applicants. If the eligible list is established without the administration of the announced examination, the life of the eligible list will be six months and your overall score will be based upon an evaluation of your application and supplemental questionnaire. If during those six months it is necessary to administer another examination for this job class, you will be invited to take the examination to remain on the eligible list.

HOW TO APPLY: Apply online at www.santacruzcountyjobs.com or mail/bring an application and supplemental questionnaire to: Santa Cruz County Personnel Department, 701 Ocean Street, Room 510, Santa Cruz, CA 95060. For information, call (831) 454-2600. Hearing Impaired TDD/TTY: 711. Applications will meet the final filing date if received: 1) in the Personnel Department by 5:00 p.m. on the final filing date, 2) submitted online before midnight of the final filing date.

Women, people of color and people with disabilities are encouraged to apply. If you have a disability that requires test accommodation, please call (831) 454-2600.

To comply with the 1986 Immigration Reform and Control Act, Santa Cruz County verifies that all new employees are either U.S. citizens or persons authorized to work in the U.S.

AQUATICS PROGRAM SPECIALIST- SUPPLEMENTAL QUESTIONNAIRE

The supplemental questions are designed specifically for this recruitment. Applications received without the required supplemental information will be screened out of the selection process. Employment experiences referred to in your response must also be included in the Employment History section of the application.

NOTE: Please answer the question(s) below as completely and thoroughly as possible, as your answer(s) may be used to assess your qualifications for movement to the next step in the recruitment process.

1. List your experience in planning, organizing, implementing and supervising aquatics programs. For each experience, include the length of time in the position, the level of your responsibility, the age range and size of the group you supervised and any special needs of the program participants.
2. Describe your experience in selecting, training and/or supervising staff and/or volunteers.
3. Provide the total number of hours of your lifeguard experience and provide the total number of hours of your instructor experience.
4. List all valid lifeguard, water safety, CPR or First Aid certificates that you hold. Include the issue date and expiration date for each certificate. **Submit a copy of each certificate to the County Personnel Department by the final filing date of this recruitment.**
5. List any lifeguard, water safety, CPR or First Aid classes in which you are currently enrolled. Include the schedule completion date for each class, the name of the agency where the class is offered and the agency phone number for verification of your enrollment.

EMPLOYEE BENEFITS:

ANNUAL LEAVE - 22 days first year, increasing to 37 days after 15 years of service. Available for vacation and/or sick leave.

HOLIDAYS - 14 paid holidays per year.

BEREAVEMENT LEAVE - 3 days paid in California, 5 days paid out-of-state.

MEDICAL PLAN - The County contracts with CalPERS for a variety of medical plans. For most plans, County contributions pay a majority of the premiums for employees and eligible dependents.

DENTAL PLAN - County pays for employee and eligible dependent coverage.

VISION PLAN - County pays for employee coverage. Employee may purchase eligible dependent coverage.

RETIREMENT - Pension formula 2% at age 60 or 2% at age 62 as determined based on provisions of the CA Public Employees' Pension Reform Act of 2013(PEPRA). Pension benefit determined by final average compensation of three years. County participates in Social Security.

LIFE INSURANCE - County paid \$20,000 term policy. Employee may purchase additional life insurance.

DISABILITY INSURANCE - Employees in the General Representation Unit participate in the State Disability Insurance (SDI) program. This program is funded 100% by employee payroll deductions.

DEPENDENT-CARE PLAN - Employees who make contributions for child or dependent care may elect to have their contributions made utilizing "pre-tax dollars."

H-CARE PLAN - Employees who pay a County medical premium may elect this pre-tax program.

HEALTH CARE FLEXIBLE SPENDING ALLOWANCE (HCFSA) - Employees may elect this pre-tax program to cover qualifying health care expenses.

DEFERRED COMPENSATION - A deferred compensation plan is available to employees.

Note: Provisions of this bulletin do not constitute an expressed or implied contract.

County of Santa Cruz

www.santacruzcountyjobs.com

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