

RECORD OF ORDINANCES

BEAR GRAPHICS 800-325-8094 FORM NO. 30043

Ordinance No.                     #2020-16                     Passed                     April 23<sup>rd</sup>                    , 20          20          

AN ORDINANCE TO CREATE THE POSITION OF SEASONAL POOL COORDINATOR

WHEREAS, the duties described below fall outside of the realm of any existing job description; and

WHEREAS, the required duties are key elements in pool operation

NOW, THEREFORE, be it ordained by the Council of the Village of Sabina, County of Clinton, State of Ohio by 2/3 or more of all members in concurrence that;

Section 1. The position of Pool Coordinator shall be created as a part time duty attached to the position of Administrative Assistant. The position shall be financed from pool revenue funds and hours shall be recorded on a separate time sheet than that of the position of Administrative Assistant.

Section 2. The majority of the Pool Coordinators responsibilities will take place within the fiscal office. For example, the Pool Coordinator will oversee all activities related to the operation of the pool, including project development and progress, development of partnerships with other entities (ordering chemicals and food) and/or community groups, marketing, website development/updating, assisting in hiring, budget, and payroll. Additional tasks may include trips to a franchise for concessions/operating supplies and resolving issues at the Pool per the request of the manager. Key Responsibilities shall include:

- 1. Getting quotes for pool projects
- 2. Establishing job postings
- 3. Scheduling interviews
- 4. Requesting donations for extra funding
- 5. Schedule and regulate chemical deliveries
- 6. Organizing inventory checks
- 7. Order concession inventory
- 8. Coordinating painting the interior of the pool building
- 9. Communicating with pool manager on issues or needs
- 10. Scheduling lifeguard certification course
- 11. Overseeing pool operations
- 12. Making profitable decisions
- 13. Working closely with Recreation Committee and Village Administrator
- 14. Establishing pool rules
- 15. Entering the daily deposits
- 16. Monitoring monthly revenue
- 17. Obtaining pool operating supplies (first aid, toiletries, etc.)
- 18. Maintaining the Community Pool Facebook page
- 19. Conducting Payroll for pool employees if applicable

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**Section 3.** This position reports directly to the Mayor. Pay for this position shall be at an identical rate as that of the Administrative Assistant Position.

Overtime shall be paid if the combined hours of both positions surpass 80 hours in one pay period. Furthermore, benefit eligibility shall be based on a combination of hours for both positions. Travel utilizing personal vehicles will be tracked by the employee and mileage reimbursement will be paid at the standard Village rate.

**Section 4.** This ordinance shall take effect after passage, at the first date allowed by law.

First Read: March 12<sup>th</sup>, 2020

Second Read: April 9<sup>th</sup>, 2020

Third Read: April 23<sup>rd</sup>, 2020

ATTEST:

APPROVED BY:

  
Nancy Cornell, Fiscal Officer

  
Peggy Sloan, Council President

  
James Mongold, Mayor