

AN ORDINANCE ESTABLISHING OFFICE STAFF AS A SEASONAL WORK POSITION TO SUPPORT THE MANAGEMENT, OPERATION, AND MAINTENANCE OF THE MINERVA PARK SWIMMING POOL FOR THE VILLAGE OF MINERVA PARK, FRANKLIN COUNTY, STATE OF OHIO, AND DECLARING AN EMERGENCY

WHEREAS, the Village of Minerva Park operates a swimming pool during the summer swimming season; and

WHEREAS, Office Staff is/are needed as a seasonal worker(s) for the management, operation, and maintenance of the Minerva Park Swimming Pool;

NOW, THEREFORE, be it resolved by the Council of the Village of Minerva Park, Franklin County, State of Ohio, that:

Section 1. The position of Office Staff is hereby established as a seasonal work position in the Village of Minerva Park to support the management, operation, and maintenance of the Minerva Park Swimming Pool.

Section 2. A copy of the Office Staff Job Description is marked Exhibit A and is made a part hereof as if fully rewritten herein. This description includes duties, responsibilities, qualifications and approximate dates of employment for the Office Staff position.

Section 3. The Village Mayor, Clerk-Treasurer, and Law Director are authorized to take further actions consistent with this ordinance that are needed to carry out the intentions of this ordinance for the management, operation, and maintenance of the Minerva Park Swimming Pool.

Section 4. All prior ordinance(s) or resolution(s) or any part thereof, which is(are) inconsistent with this ordinance, is(are) hereby repealed as to the inconsistent part(s) thereof and the remainder of said ordinance(s) or resolution(s) not inconsistent with this ordinance shall remain in full force and effect.

Section 5. This ordinance is hereby declared to be an emergency measure necessary for the preservation of the public health, safety, and welfare of the residents of the Village of Minerva Park, such emergency arising from the necessity of establishing work positions prior to the 2007 pool season. Wherefore, this ordinance shall take effect and be in force from and after its passage.

First Reading: April 16, 2007  
 Second Reading: May 7, 2007  
 Third Reading: Waived May 7, 2007  
 Passed: May 7, 2007

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Lynn Eisentrout, Mayor, Village of Minerva Park

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Attest Suzanne Coulter, Clerk-Treasurer,  
 Village of Minerva Park

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Reviewed by Counsel

## Exhibit A to Ordinance 8-2007

Job Title: Seasonal Office Staff  
Position Type: Seasonal  
Appointment Dates: Approximately mid-May through Labor Day  
Supervisor: Minerva Park Swimming Pool Manager

## Job Overview and Purpose

The office staff of the Minerva Park swimming pool support the activity, operation, and maintenance of the Minerva Park swimming pool department by performing general office duties, such as handling daily admissions, answering and routing calls, providing directions and information, answering questions, and assisting the Pool Manager with all office-related duties. The office staff play a vital role in providing friendly customer service and in maintaining a safe and healthy recreational facility.

## Duties and Responsibilities

- Answer personal visits and phone calls and provide information needed concerning pool operation and membership; assist callers/visitors in making contact with appropriate individuals
- Handle all phases of patron admission, including selling memberships and day passes, tracking daily attendance, verifying membership
- Oversee all monetary transactions, tracking daily receipts and preparing money for deposit; make sure all income is secure and handled properly
- Assist in maintaining pool files related to the membership, operation, and maintenance of the pool
- Assist the Pool Manager in ordering supplies as needed and working with vendors to ensure accurate and timely delivery of items
- Respond to all situations in a calm and friendly manner

## Minimum Qualification

- At least 18 years old
- High school diploma or GED equivalent; First Aid and CPR required
- At least 12 months combined office experience; computer skills desired

## Knowledge, Skills, and Abilities Required

- Excellent interpersonal communication skills to work with staff, patrons, and visitors; fluent in English
- Able to provide effective customer service to a diverse population, including diversity related to age, gender, race, ethnicity, and English-speaking ability
- Ability to operate general office equipment: telephone to answer and route calls; computer to track memberships, inventory, and orders; calculator for performing calculations accurately; and other office and pool machines as needed
- Ability to create and maintain manual and computerized filing systems
- Attention to detail for preparing and maintaining accurate reports related to membership activities and the operation of the pool; good math ability
- Ability to concentrate as many duties are done in an environment that is often noisy and busy
- Ability to deal with stressful situations in a calm manner to communicate effectively with patrons, visitors, and emergency personnel
- Ability to maintain confidential information, such as membership applications and accident reports
- Good memory skills for recalling dates, people, events, and records to retrieve information for membership reports and files
- Ability to organize and prioritize workload efficiently and in a timely manner to complete job responsibilities

## Working Conditions and Physical Effort Required

- Work involves moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises
- Moderate physical activity; could require occasional handling and maneuvering of materials and supplies weighing up to 40 pounds
- Work involves some exposure to hazards or physical risks associated with responding to aquatic emergencies or handling pool chemicals
- Work hours may vary and will include evening and weekend hours in addition to normal business hours