

FLSA: NON-EXEMPT  
PAY RANGE: NON-EXEMPT  
PAY CODE: HOURLY  
WC/CODE: 9102

## **CITY OF WHARTON POOL CLERK**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

### **DEFINITION**

To oversee the activities of the City of Wharton Municipal Pool.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives supervision from the Pool Manager.

Exercises no direct supervision.

**EXAMPLES OF IMPORTANT RESPONSIBILITIES AND DUTIES**--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

#### **Essential duties and responsibilities:**

1. Plans, and organizes the activities of the City's summer swimming program;
2. Maintains effective communications with Pool Manager keeping him or her informed of financial related issues.
3. Responsible for the basic financial activities of the pools, including the collection of fees, depositing funds and related record keeping.
4. Assures that all necessary supplies, materials and equipment are available when needed, and shall advise Pool Manager when orders should be placed to ensure effective operations of the pools.
5. Performs other job-related duties as assigned.

### **QUALIFICATIONS**

#### **Knowledge of:**

Comprehensive working knowledge of swimming pool operations and programs; demonstrated ability to maintain effective relationships with the public; is knowledgeable of, and proficient in, the use of equipment and techniques used.

**Ability to:**

Communicate clearly and concisely, both orally and in writing.

Accurately count, record and balance monies received.

**Experience**

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

**Experience:**

Preferably collection and balancing of monies received.

**WORKING CONDITIONS**

**Environmental Conditions:**

Swimming pool environment; exposure to heat and water.

**Physical Conditions:**

Essential and marginal functions may require maintaining physical conditions necessary for stooping, bending, sitting, standing and walking for prolonged periods of time.