



CITY OF NORMAN

Employment Announcement

Human Resources Department
201 C. West Gray

P.O. Box 370
Norman, OK 73070

Phone: (405) 366-5482
Web: www.normanok.gov

JOB TITLE:	Office Manager	JOB TYPE:	Part Time
DEPARTMENT:	Parks and Recreation		
SALARY:	\$20.00 - \$21.00 per hour (Non-Exempt)		
STARTING DATE:	March 27, 2023		
JOB LOCATION:	Westwood Family Aquatic Center		
WORK PERIOD:	Shifts Vary: Monday – Sunday, 5:00 a.m. – 11:00 p.m. Must be available to work from March 27, 2023 to September 24, 2023. Must be able to work weekends and vacation requests are limited.		
REPORTS TO:	Recreation Supervisor		

Education and Experience: Applicant must be at least 20 years of age and have a minimum of three (3) years office management experience. Must have excellent leadership and customer service experience. Good cash handling practice and be sufficient in excel, word, and billing.

Licenses and Certifications: Must obtain CPR/AED/First Aid for the Professional Rescuer Certification and City of Norman Cash Handling Certification by May 26, 2023.

Knowledge: Knowledge of staff management, aquatic program development, risk management, customer service, emergency procedures and first aid treatment.

Skills: Ability to supervise and train staff, possess leadership, good decision making and organizational skills. Lead by example and have the ability to do physically and mentally demanding work.

Essential Functions: Assist in the development, administration and operation of the pool at Westwood Family Aquatics Center. Duties and responsibilities include, but are not limited to, administrative work, program development and implantation, staff scheduling, special event planning, safety audits of the staff and equipment, staff in-service trainings and providing a safe and respectful workplace for all employees. Including the maintenance and cleaning of the Westwood Family Aquatics Center, assuring necessary custodial and maintenance tasks are completed on a daily basis and in a timely manner. Managers will be required to become a Certified Pool Operators or a Certified Aquatics Facility Operator. Performs other related duties as required.

Additional Information: Selected applicant must pass background investigation, physical examination and drug screen.

Open Recruitment
RECRUITMENT PERIOD