

RESOLUTION NO. 33-2015
Department: BEACH
Position Description – Beach Administrator

Councilmember Leckstein offered the following resolution and moved its adoption; seconded by Councilmember Kelly:

BASIC FUNCTION: Under the supervision of the Borough Administrator, the Beach Administrator is in charge of all the activities and the operations of the Sea Bright Municipal Beach. The Beach Administrator maintains a safe and efficient Municipal Beach in compliance with the Sea Bright Borough Ordinances, State of New Jersey Statutes and standards of the United States Lifesaving Association.

NATURE AND SCOPE:

- Classification – Seasonal Part time; exempt
- Hours of Employment – various throughout the year
- Salary – as established by the annual salary ordinance
- Employees Supervised – Assistant Beach Manager, Lifeguards, and Beach Attendants

PRINCIPAL ACCOUNTABILITIES: The Beach Administrator is responsible for accurate execution of the following:

- Recommends hiring Assistant Beach Manager, qualified Lifeguards and Lifeguard Supervisors and Beach Attendants;
- Provides supervision to the employees listed above to ensure safe and efficient performance by employees. The Beach Administrator maintains the ability to dismiss employees who demonstrate unsafe, inefficient, discourteous or otherwise unacceptable performance;
- Provides training for all beach personnel, including the Certification of Lifeguards in accordance with the United States Lifesaving Association Open Water Training Plan;
- Deposits and records daily and seasonal receipts of beach badge sales in accordance with Sea Bright Borough Policies and procedures;
- Purchase, inventories, and maintains necessary equipment and supplies
- Maintains and manages equipment and personnel budgets in accordance with Borough financial policies and procedures
- Performs all duties in a courteous, professional and efficient manner and adhere to the Borough dress code, which requires official Borough attire

EXPERIENCE:

- 5 years supervisory experience
- Experience in working with diverse organizations with various age groups
- Familiarly with State Statutes , local ordinances and youth working requirements
- Prior lifeguard experience preferred
- CPR Certification

LICENSES:

- Valid New Jersey Drivers License

KNOWLEDGE AND REQUIREMENTS:

- Bachelor's degree
- English language capabilities (written and spoken)
- Computer knowledge

Note: Resolution No. 45-2005 Beach Administrator and Resolution No. 84-2012 Water Safety Director/Beach Front Operations Manager are no longer full force and effective.

Roll Call:	Bills,	Keeler,	Kelly,	Lamia,	Leckstein,	Rooney
	Yes	Yes	Yes	Yes	Yes	Yes

January 20, 2015

CERTIFICATION

I, Christine Pfeiffer, Borough Clerk, do hereby certify that the foregoing is a Resolution adopted by the Borough of Sea Bright, County of Monmouth, State of New Jersey at a Council Meeting held January 20, 2015.

Christine Pfeiffer, Borough Clerk