

RESOLUTION NO. 89-2015

Department: BEACH

Position Description – Assistant to the Beach Administrator

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

BASIC FUNCTION: Responsible for activities on the Sea Bright Municipal Beach and in supporting a safe and efficient municipal beach operation in compliance with the Sea Bight Borough Ordinance, State of New Jersey Statutes and standards of the United States Lifesaving Association.

NATURE AND SCOPE:

- Classification – Seasonal Part time; exempt
- Hours of Employment – at the direction of the Beach Administrator
- Salary – as established by the annual salary ordinance
- One half hour unpaid lunch

PRINCIPAL ACCOUNTABILITIES: The Assistant to the Beach Administrator is required to perform the following tasks while working under the director supervision of the Beach Administrator.

- The Assistant to the Beach Administrator will arrive on time and ready to work at the start of their work day (as designed by the Beach Administrator).
- Transport and help beach badge checkers set up their stations for daily work.
- Check on badge checkers to ensure that they have adequate supplies and provide coverage for the workers when directed by Beach Administrator.
- Periodically collect money from badge checkers and record the time and station from which the money was collected.
- Check the beach to ensure that all beach goers have paid for use of the facility.
- Report all issues or concerns directly to the Beach Administrator.
- Provides supervision to the employees listed above to ensure safe and efficient performance by employees.
- Performs all duties in a courteous, professional and efficient manner and adhere to the Borough dress code, which requires official Borough attire.

EXPERIENCE:

- Experience working with diverse organizations and various age groups
- Prior supervisory experience with beachfront operations

LICENSES:

- Valid New Jersey Drivers License
- CPR and First Aid certification

KNOWLEDGE AND REQUIREMENTS:

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

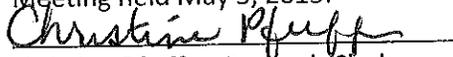
Note: Resolution No. 65-2003 Assistant Beach Administrator is no longer in full force and effective.

Roll Call:	Bills,	Keeler,	Kelly,	Lamia,	Leckstein,	Rooney
	Yes	Yes	Yes	No	Yes	Yes

May 5, 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 May 5, 2015.


Christine Pfeiffer, Borough Clerk