



JOB DESCRIPTION:

Pool Business Manager

City of Ypsilanti

General Description:

Rutherford Pool, located at [975 N. Congress](#), is a city-owned pool located in Recreation Park in Ypsilanti, Michigan. In 2004, the Friends of the Rutherford Pool (FoRP), a newly formed 501(c)(3) nonprofit group, began operating the pool on behalf of the City. A lack of funds for necessary repairs forced the Rutherford Pool to close at the end of the 2011 season. Following a successful two-year fundraising campaign, the Rutherford Pool will re-open for the 2014 season with a completely rebuilt pool, mechanicals and deck.

The Pool Business Manager reports directly to the Friends of Rutherford Pool Board of Directors. This person is responsible for overseeing the business aspects of pool operation including development of accounting procedures for the collection of revenues, budget development, payment of bills, disbursement of funds to the City, accounting of funds in pool accounts and advising the Friends of Rutherford Pool Board of Directors as necessary in the financial implications of program and facility decisions.

Business Manager-

- Responsible directly to the FoRP Board.
- Establish and monitor system of collection, deposit and disbursement of daily receipts.
- Maintain an accurate accounting of all pool funds.
- Maintain an accurate accounting of all income and expenses.
- Pay all bills in a timely and responsible manner.
- Maintain necessary records and file all appropriate reports required by local, state and federal agencies.
- Advise FoRP Board in the adoption of an annual budget, including assisting in establishing fees and compensation guidelines.
- Develop and administer a marketing program integrated with the solicitation of memberships, services and programs.
- Other duties as assigned by the FoRP Board.

The Pool Business Manager is responsible for performing the administrative tasks necessary to accomplish his or her job, including but not limited to:

- Maintenance of records and administrative paperwork as appropriate;
- Attending Board and other meetings and events as necessary.

Qualifications:

- At least 21 years of age,
- Minimum of a High School Diploma, Associates degree preferred,
- Demonstrated success in a position of responsibility handling finances.
- Strong organizational skills;
- Demonstrated ability to work well with City and community leaders;
- Able to work flexible hours as required to meet the demands of the job including evenings and weekends.

Compensation: Salary commensurate with relevant experience and qualifications.

To Apply:

Please send resume, three references, and written response to:

Judy Smith, Director of Human Resources

By Mail: City of Ypsilanti
1 S. Huron St.
Ypsilanti, MI 48197

By email to jsmith@CityofYpsilanti.com

Application Deadline: Please apply before close of business, March 21, 2014. Applications received prior to the closing date will be given priority, but we will continue to receive applications until the position is filled.

The Friends of the Rutherford Pool/City of Ypsilanti is an equal opportunity employer.