



STAFF REPORT
City of Dripping Springs
PO Box 384
511 Mercer Street
Dripping Springs, TX 78602

Submitted By: Kelly Schmidt, Parks & Community Services Director

City Council Meeting Date: February 1, 2022

Agenda Item Wording: **Discussion and consideration of approval of Parks & Community Services Seasonal Program and Aquatics Staff Job Descriptions: Swim Instructor; Swim Aide; Customer Service Specialist; Head Lifeguard; Lifeguard; Adult Softball Coordinator; Adult Softball Umpire; and Adult Softball Scorekeeper. Sponsor: Council Member Parks.**

Agenda Item Requester: Mack Rusick/Kelly Schmidt

Agenda Item Sponsor: Council Member Sherrie Parks

Summary/Background: Every summer season the Parks & Community services department's staff size expands significantly to encompass full-time and part-time seasonal employees. These extra team members enable the department to operate special programs and facilities for a brief period during the summer months (approximately 10wks). Each winter the job descriptions for the positions are reviewed by staff and may need updating or overhauling based on the operational needs of the programs and facilities they support. Lessons learned from the previous year may also be a contributing factor for the updating. All positions are included and funded by the approved FY2022 approved payroll budget.

The Founders Memorial Park Community Pool and Adult Softball Program job descriptions are ready for City Council approval. City Administrator Michelle Fischer and City Attorney Laura Mueller have reviewed these job descriptions.

Staff Recommendation Recommend approval.

Attachments:

- 1) Swim Instructor
- 2) Swim Aide
- 3) Head Lifeguard
- 4) Lifeguard
- 5) Customer Service Specialist
- 6) Adult Softball Coordinator
- 7) Adult Softball Umpire
- 8) Adult Softball Scorekeeper

Next Steps/Schedule: Once approved – post on city website and other outlets.