



**PURPOSE OF THE CLASSIFICATION:** Under direction is responsible for monitoring pool capacity, collecting entry fees, ensuring accuracy of fees charged, and supporting the Pool Manager and parks staff; and performs other related assigned duties.

**ESSENTIAL TASKS:**

- Handles cash for the City of Tulsa Parks Department and pools with limited errors
- Assists customers in person and over the phone with high level of customer service
- Communicates with the public and staff when assistance or additional support or equipment is needed
- Performs transactions accurately and courteously
- Demonstrates initiative and a desire to excel and to support eth goals of the City of Tulsa and Tulsa Parks
- Enforces rules and regulations professionally and courteously
- Represents the City of Tulsa and Tulsa Parks professionally
- Communicates effectively and assists customers with questions and concerns
- Monitors and cleans pool, bath house, and pool fence
- Must report to work on a regular and timely basis

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.**

**QUALIFICATIONS:**

Training and Experience: Must meet the following criteria:

Must be 16 years old at time of employment.

Knowledge, Abilities and Skills:

Knowledge of:

- Basic math, including counting money and dispensing change

Ability to:

- Accurately perform basic cashier duties
- Enforce pool policies while providing a high level of customer service to patrons
- Display a positive attitude for all patrons and staff
- Assess a situation and make an informed decision
- Work as a team with other staff and management
- Positively promote the City of Tulsa and Tulsa Parks to peers and patrons
- Follow directions quickly
- Respond quickly and use good judgement

Skill in:

- Communicating across a diverse group of internal and external customers professionally



**CLASS TITLE | POOL CASHIER**  
**PAY GRADE: SE-02 | [www.cityoftulsa.org/pay](http://www.cityoftulsa.org/pay)**  
**Effective Date: 02/26/2025**  
**CLASS CODE: 6504**

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Physical Requirements: Physical requirements include arm and finger dexterity enough to use a keyboard and telephone; occasional carrying and pushing up to 20 pounds; may be subject to walking, standing, sitting, running, reaching, balancing, bending, handling and climbing; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: None Required

**WORKING ENVIRONMENT:** Working environment is indoors and outdoors and in high humidity. May be exposed to pool chemicals, bodily fluids, heat, and slippery surfaces.

**EEO Code: N-08**  
**Group: Labor and Trades**  
**Series: Unskilled and Semiskilled Labor**