

EFD FACILITY MANAGER

2275

Date: June 2007

Department/Division: Events Facilities Department (EFD)

FLSA: Exempt

Reports to: EFD Executive Director

PURPOSE OF POSITION

Under the general direction of the EFD Executive Director performs administrative and supervisory duties in managing all operational phases of the Convention Center, Auditorium, and related facilities and performs additional administrative work as required. Will manage events and act as liaison between the EFD and the users of the EFD facilities. This position clearly serves as the lead event coordinator and supervises all other EFD Event Coordinators; does related work as required.

ESSENTIAL DUTIES OF POSITION (with or without accommodation)

The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be assigned.

- Develops and implements plans for the effective use of personnel and equipment.
- Provides direction to staff during all major events and supervises overall operation.
- Organizes event scheduling and coordinates timing of events.
- Makes arrangements for special services for lessees, such as police protection, house staff, stage hands, electricians, sound people, etc.
- Prepares work order for scheduled events that detail all building arrangements.
- Works directly with clients using facilities.
- Operates specialized equipment required for operations on occasion.
- Assists in development of overall facility operating budgets.
- Responsible for approving operational expenditures and payrolls.
- Negotiates rental agreements and assists the Executive Director in event settlements.
- Determines necessary cleaning and maintenance projects and their priorities.
- Directs complicated technical operations.
- Procures supplies and equipment necessary for facility operations.
- Supervises EFD Event Coordinators and Labor Crew Leaders and assigns tasks to appropriate supervisors to accomplish physical arrangements for events.
- Performs other directly related duties consistent with the role and function of the position as assigned by the EFD Bureau Operations Manager.
- Maintains regular and punctual attendance and working hours.
- Regularly lifts up to 10 pounds and occasionally lifts up to 30 pounds.
- Expected to temporarily perform duties outside of normal classification in the event of a declared emergency. In the event that an employee is excused from work other than being sick, they will be required to report to work in a state of declared emergency.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

Bachelor's degree in appropriate field or any equivalent combination of experience and training which provides the required knowledge, skills and abilities. Any equivalent combination of experience and training that provides the required knowledge, skill and abilities.

MINIMUM ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Abilities

Ability to speak clearly so others can understand you, ability to see details at close range (within a few feet of the observer), ability to see details at a distance, ability to identify and understand the speech of another person, ability to listen to and understand information and ideas presented through spoken words and sentences.

Job Knowledge

A comprehensive knowledge of the physical and equipment requirements in presenting public entertainments, conferencing or conventioning, as well as attractions, including plays, concerts, shows, lectures, exhibits and other events; thorough knowledge of the methods of setting up stages, lighting equipment, seating facilities, and the effective use of floor and exhibit space; thorough knowledge of business practices used in convention conferencing, theater bookings, production and building management; thorough knowledge of buildings and grounds maintenance practices and equipment; thorough knowledge of the safety requirements in buildings used for public assemblies; ability to organize, instruct and direct employees in the performance of varied tasks; ability to negotiate and enforce lease contracts in such a manner as to protect the interests of the City; ability to establish and maintain effective working relationships with employees, concessionaires, show and theatrical representatives, and the general public; good physical condition.

Language Skills and Interpersonal Communication

Requires effective communication skills and the ability to provide assistance to customers (external and internal). Requires the ability to write and speak effectively with fellow employees, City Council, and the general public; read in English; apply common sense understanding to the work process, procedures, programs and services; and to provide and follow verbal and written instructions. Requires the ability to work as a member of a team in order to accomplish tasks; the ability to establish and maintain effective working relationships with other employees and the general public; and the ability to relate to minorities, women, and other protected classes in the community at all socioeconomic levels.

Work Environment

Ninety percent of work is normally performed in a normal inside office environment with appropriate heating and cooling and is not subject to significant occupational or environmental hazards other than those normally associated with general public contact, dust or odors. Field conditions outdoors are varying weather conditions, with varying street level noises; and visiting locations within the community whose environment may be different from the City's. Travel in all types of weather extremes to attend training and/or organizes meetings conferences, and workshops; must be mobile and able to visit complainants and businesses within the metro area.

Special Requirements

Possession of a valid Iowa driver's license or the ability to provide reliable transportation.

I have carefully read and understand the contents of this job description and have been given the opportunity to ask my supervisor any questions I have regarding my duties and responsibilities as described therein.

Employee Signature	Date	Department Approval	Date
--------------------	------	---------------------	------

The City of Sioux City is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages employees and prospective employees to discuss needed accommodations with the appropriate City representatives.

Approved Resolution: Res# 000456
Dated: June 4, 2007