

RIVER'S EDGE MANAGER**NATURE OF WORK**

This is responsible administrative and supervisory work in planning and directing the operation, maintenance, event preparation and custodial activities at the Civic Center.

Work involves responsibility for supervising the work of technical and maintenance employees engaged in cleaning, maintaining, operating, setting-up and repairing of the Civic Center Facility and employees engaged in the execution of Civic Center functions including ushers, attendants, security, box-office personnel and others. Work also involves the supervision of concession/catering personnel engaged in the retail sale and/or service of food, liquor, and concession items and parking ramp attendants engaged in the operation of the Civic Center parking facilities. Work is performed under the general supervision of the Civic Facilities Director in accordance with established policy. Work is reviewed through examination of results obtained and through conference.

EXAMPLES OF WORK

(Any one position of this class may not include all duties listed, nor do listed examples include all duties that may be found in positions of this class).

Plans, organizes, assigns, and supervises personnel engaged in setting up project needs for events i.e. stage, risers, chairs;

Supervises the maintenance and operation of an in-house telephone and communications system, sound, lighting, and rigging systems and in-house audio-visual department;

Supervises the cleaning and maintenance of the facility including painting, waxing, and sealing;

Supervises and coordinates the achievement of exhibitor needs during tradeshows, i.e. installing of telephones, electricity, water, and audio-visual equipment;

Confers and acts as liaison with those using the facility relative to layouts and other physical arrangements for events at the Civic Center;

Participates in the preparation and maintenance of operation budgets and records, preparation of reports, and requisition of supplies, tools, materials, and equipment;

Plans and schedules events and work activities at the Civic Center;

Supervises various office functions;

Supervises and coordinates the planning and execution of various catering functions by outside contractors;

Supervises the Concession Supervisor in all in-house concession services as required;

Performs other related duties as required; works irregular hours as events dictate.

MINIMUM REQUIREMENTS

Graduation from a college or university with major course work in business or related field; AND three years experience in auditorium or hospitality industry management.

DESIRABLE EDUCATION AND EXPERIENCE

Knowledge of the principles, practices, and methods used in convention centers and public assembly facilities administration and management;

Knowledge of general municipal and public management;

Ability to supervise and direct personnel;

Ability to establish and maintain effective working relationships with officials, employees, and the public;

Ability to work with a minimum of direct supervision and to assume full responsibility for operations as required;

Knowledge of equipment and supplies for requisitioning purposes and of inventory controls associated with equipment and supplies;

Knowledge of city and state fire, policing, insurance, and health requirements;

Ability to coordinate staff for show/conferences set-up and tear-down, custodial and general maintenance work, ticket sales and ticket takers, and concession sales related to the functions and operations of the St. Cloud Civic Center;

Knowledge of insurance requirements for fire, public liability, etc.

Ability to work with business and community service organizations and the public;

Ability to develop vandalism prevention and crowd control procedures;

Ability to establish sound public relations program through the use of various mass media;

Ability to establish and maintain cordial and effective relationships with employees and a broad and varied segment of the public;

Ability to forecast revenue and expenses; ability to manage revenue and expenses in order to achieve expected financial results.

ESSENTIAL JOB FUNCTIONS

The work environment characteristics and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable the individual with disabilities to perform these essential job functions:

Must be able to read, write, and speak English at a superior level in order to communicate to the public, represent the City, understand terms of reports, directives, contracts, or other legal documents, and supervise subordinates;

Hand-eye coordination is required to operate computer and office equipment, and audio-visual equipment and accoutrements used in making presentations. While performing the duties of this job the employee is frequently required to sit for prolonged periods of time.

Environmental:

Work is performed mostly in office settings with moderately quiet conditions.

Vision:

Must have normal vision, with or without correction, to utilize various office equipment and also to review and assure quality of events, shows, or programs being held at the facility;

Intellectual:

Must be capable of reasonable judgement and possess sound reasoning skills due to the independent nature of a considerable amount of work involved. Must possess superior interpersonal skills to deal with a diverse audience and controversial issues. Must have the ability to learn the proper techniques and use of office and computer equipment and various office software including spreadsheets and word processing.

3/31/00