

# City of Cordova Position Job Description

## CORDOVA CENTER COORDINATOR

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DEPARTMENT: ADMINISTRATION  
SUPERVISOR: CITY MANAGER  
CLASSIFICATION: FULL TIME, HOURLY, OVERTIME ELIGIBLE, IBEW BARGAINING UNIT

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### SUMMARY

This position is responsible for full scope of Cordova Center events, activities, and meetings. This includes scheduling, managing, and coordinating events; implementing programming goals and objectives; and performing a variety of administrative and professional tasks in support of assigned area of responsibility.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

**The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees of this classification. Shown are duties intended to provide a representative summary.**

- Schedule, manage, and coordinate Cordova Center activities and events. Identifies the resource and temp staffing needs and develops the plan to provide resources for events.
- Provides information and assistance to users of facilities.
- Scheduling Cordova Center temporary staff, which includes prioritizing and assigning work; ensuring temp staff is trained.
- Completes and manages administrative tasks to carry out facility use, which includes developing and providing quotes to users; tracking applications and Conditions of Use forms; invoicing for facility use; and receiving payments.
- Communicates and collaborates on all scheduled events and needs with staff, which may include Superintendent of Facilities, City Clerk, Information Technology Manager, Public Works Director and City Manager.
- Ensure events are compliant with any City, State or Federal policies or regulations that would apply to the type of event being held.
- Support facility users with events by conducting walk through in advance of event, coordinate set up of needed equipment, furniture, and items; and schedule walk through upon event completion.
- Facilitate general audio/video needs throughout the Cordova Center with the support of the Information Technology Manager.
- Maintains quarterly reports and provides them to the City Clerk for council packets.
- Participates in the development and administration of assigned budget; submits budget recommendations; and monitors expenditures.
- Develops, maintains and updates memorandums of understanding (MOUs) with community partners and users of the Cordova Center.

- Oversees Cordova Center conference marketing, scheduling, and meeting logistics.
- Assists with conference and program hospitality issues.
- Collaborates with Information Technology Manager and Superintendent of Facilities to oversee maintenance of equipment, furnishings, and basic needs; including the use and security of the building.

#### **MINIMUM QUALIFICATIONS**

- A. Four years of increasingly responsible community service, recreational, or social activity experience; including one year of administrative/supervisory responsibility.

#### **NECESSARY COMPETENCIES (KNOWLEDGE, SKILLS, ABILITIES, BEHAVIORS)**

- A. Proven ability to supervise, evaluate, and direct event temp staff.
- B. Proven ability to communicate, both orally and in writing; and deal effectively with the public.
- C. Good organizational skills, time management and administrative abilities.
- D. Good computer skills, this includes scheduling, reporting, and applicable software.
- E. Ability to determine timelines and schedules necessary to carry out events successfully.
- F. Ability to understand, apply and explain facility policies and procedures, city code and any state or federal regulations that pertain to applicable events.
- G. Ability to prepare and administer budgets; allocate limited resources in a cost-effective manner.
- H. Ability to collaborate with outside entities to accomplish mission and goals.

#### **REQUIRED TECHNICAL SKILLS**

Knowledge of computers, software and audio/video equipment; knowledge of general office practices.

#### **LEGAL REQUIREMENTS**

As a condition of employment, this position may be subject to a pre-employment drug test and background check (criminal history, verification of education and employment history).

#### **WORKING CONDITIONS**

Work is accomplished in a general office setting. Attendance at events and meetings is required, unless covered by another event team member. Must have the ability to work evenings and weekends. Hours may vary depending on program scheduling.

#### **PHYSICAL DEMANDS OF POSITION**

Capable of frequently bending, twisting, and kneeling. Able to lift and carry items weighing up to fifty (50) pounds. Capable of sitting for extended periods of time. Ability to move between physical locations as required for site visits and in-person meetings throughout the community. Clarity of speech and

sufficient hearing, with or without reasonable accommodation, which permits effective communication during interactions with groups, staff, and customers. Sufficient vision, with or without reasonable accommodation, which permits observation of facilities and written documents.

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To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this job description are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. The omission of specific statements or duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

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**I have read and understand the job requirements, responsibilities and expectations set forth in the job description provided for my position. I attest that I am able to perform the essential job functions as outlined with or without any reasonable accommodations.**

**Acknowledged:** \_\_\_\_\_ **Date:** \_\_\_\_\_