

City of Cordova Position Job Description

CORDOVA CENTER COORDINATOR

DEPARTMENT: ADMINISTRATION
SUPERVISOR: CITY MANAGER
CLASSIFICATION: FULL TIME, OVERTIME EXEMPT, SALARIED

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 proper resources and temporary staffing needs for events.
- Provides information and assistance to all inquiries and users of the facility.
- Responsible for supervising and 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, Museum and Library Director, 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.
- Assists and supports general audio/video needs throughout the Cordova Center.
- Maintains proper record of the use of the facility to create quarterly reports to submit to the City Clerk for council packets.
- Responsible for 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.

- Collaborates Cordova Center conference marketing and logistics with the Chamber of Commerce.
- Serves in the role of a customer service agent, assisting with meeting and conference logistics while addressing any concerns or complaints with their event.
- With the assistance of the Superintendent of Facilities, oversees the maintenance of equipment, furnishings, and basic needs/repairs, including the use and security of the Cordova Center.

MINIMUM QUALIFICATIONS

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

PREFERRED QUALIFICATIONS

- A. Bachelor's degree in hospitality; Event Management, Event Planner, Hospitality Administration, Tourism, Hotel Management, or Restaurant Management.
- B. Two years' experience managing the use of a facility to include scheduling, billing/invoicing, maintenance, and marketing.

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, hardware, and audio/video equipment; knowledge of general office practices. Proficient in Windows environment, including word processing and spreadsheet software; knowledge of general office practices.

LEGAL REQUIREMENTS

As a condition of employment, this position is 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, standing, or walking 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.

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.

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:** _____