

City of Vergas**Job Description**

POSITION TITLE:	Event Center Coordinator
DEPARTMENT:	General Government
SUPERVISION RECEIVED:	Clerk/Treasurer
SUPERVISION EXERCISED:	None
FLSA STATUS:	Part Time not to exceed 520 hours a year Non-exempt
Date of Latest Revision:	May 2023

Position Summary:

Oversees and administers the day-to-day operations of the Event Center in such a manner to maximize profits within the limits of City policy and applicable government regulations as well as assist City staff with development and implementation of programs and services to retain and attract business and residents. Responsibilities include but are not limited to communications and marketing of the Event Center, maintaining inventory, budgeting, and upholding a positive and effective atmosphere.

Essential Functions of the Position**A. ESSENTIAL DUTIES AND RESPONSIBILITIES**

- › Bookkeeping responsibilities including making deposits, ensuring accountability and safekeeping of funds, and coordinating with the City Clerk-Treasurer in the management of all financial matters pertaining to the Event Center;
- › Responsible for marketing, showing, and booking of the Event Center, scheduling and booking of events, coordinating events, following up with renters, and enforcing city policies related to the use of the facilities, and other advisory tasks as needed;
- › Directs all advertising and sales operations for the Event Center, including attending beneficial business/wedding expos;
- › Keep records of contracts, taking down payments, deposits, and rental fees;
- › Oversees all maintenance and cleaning of the buildings and recommends improvements as needed, ensuring excellent levels of safety and sanitation;
- › Attends Event Center Advisory Committee meetings, prepares and gives monthly report to the Event Center Advisory Committee;
- › Responsible for the administration of the security system including entering and removing door codes;

- › Responsible for inventorying items before and after events, ensuring all items rented are accounted for including china, silverware, glassware, and other equipment;

These examples are intended only as illustrations of various types of work performed and are not necessarily all-inclusive. The job description is subject to change as the needs of the employer and the requirements of the job change.

Performance Criteria

- Demonstrates effective communication skills and interpersonal interactions with positive rapport with the council, city employees and public.
- Skilled in performing mathematical calculations specific to job duties.
- Ability to comprehend instructions in the preparation of correspondence and reports.
- Demonstrates organizational skills and ability to prioritize and address multiple work needs and results in a timely manner.
- Working knowledge of general office equipment and computers, including spreadsheet and word processing.
- Independent in completing assigned work in a timely manner; managing time and meeting deadlines.
- Flexibility to work extra hours as needed and to open and close municipal facilities.

Minimum Qualifications

- High school diploma or equivalent
- Knowledge of office procedures, filing systems, record keeping, and accounting procedures
- Proficiency in reading, interpreting, and communicating procedures and policies

Desirable Qualifications

- Vocational or business school training
- Demonstrated ability in customer service and employee relations
- Two to four years' experience in event planning, or related field with progressive increases in responsibility and supervision.

Special Working Conditions

Work is light to moderate with variably frequent rising, walking, standing and bending. This position requires you to talk and hear with enough proficiency to allow for communicating by phone or in person and to have adequate vision to accommodate frequent viewing of computer screens and printed reports. This position requires lifting and/or moving up to 10 pounds frequently, and infrequently lifting or moving up to 25 pounds. The noise level is typically low to moderate.

The work environment 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 individuals with disabilities to perform the essential functions.

The functions, criteria, and qualifications are intended only as an illustration of various types of work performed and are not all inclusive. The job description does not constitute an employment agreement and is subject to change as the needs of the City and the requirements of the position change.