



**EVENTS AND FACILITY MANAGER  
JOB DESCRIPTION**

<b>JOB TITLE:</b> Events & Facility Manager	<b>CLASSIFICATION:</b> Professional	<b>IMMEDIATE SUPERVISOR:</b> Asst. Director of Parks & Recreation/Director of P&R
<b>PAY GRADE:</b> 122	<b>DEPT:</b> : 7220/7210/ 7200 Cultural Center, Recreation Center & Parks	<b>STATUS:</b> <u>FT</u> <u>PT</u> <u>EXEMPT</u> <u>NON-EXEMPT</u> <u>BARG UNIT</u> <u>NON-BARG UNIT</u>

**JOB SUMMARY:** Oversees the maintenance, functioning and personnel of one or more Village facilities. Individual is responsible for coordinating with Village employees, customers, vendors and catering services to successfully plan and execute special events, conferences, activities, promotions and other various programs held within the Village and the Facility.

**SUPERVISION EXERCISED:** Facility Attendant, Program Coordinator, Administrative support personnel, contracted service vendors, other part-time, full-time, and volunteer staff as assigned.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Promotes, and coordinates daily use, program/event activity and coordination, catering coordination, scheduling, staffing and budgeting of Recreation buildings and structures such as (Cultural) Convention Center, Recreation Center, Commons Sporting Center.
- Oversight of all maintenance, cleaning and capital projects with facility.
- Writes and executes contracts written for facility usage. Collects, tracks and turns in finances collected for use of the facilities.
- Promotes and advertises use of facilities and buildings through networking, social media, and active membership in local business and organizations such as Chamber of Commerce, Rotary, etc.
- May assist or plan community events, press conferences, meetings and other community related programs.
- Identifies community recreation needs; recommends and initiates programs.
- Researches, designs, writes, edits and distributes accurate, pertinent and readable public information for Village publications including but not limited to newsletters, press releases, press kits, brochures, pamphlets, public service announcements, advertisements, news articles and other correspondence.
- Attends and documents Village sponsored events as directed or assigned.
- Prepares or assists in programming local public television channel.

**OTHER DUTIES:**

- Assists the Director/Asst Director with departmental budget, policies and procedures.

- Assists staff with providing information for the Village home page on the Internet.
- Assists in preparing presentations and reports for public meetings through computer, video camera and visual presenter system.
- Performs other related duties as required.

**DESIRED MINIMUM QUALIFICATIONS:**

Education and Experience:

- Bachelor's degree in Recreation/Leisure Services, hospitality, public administration, public relations or related field.
- Prefer at least four (4) years of experience in public relations, recreation, marketing, personnel management or related field;
- Any related combination of training, education and experience.

Knowledge, Skills and Abilities:

- Considerable knowledge of convention center operations, public functions, conferences, catering companies and contracts.
- Knowledge of research techniques, community resources, and requirements of press and media broadcast, composing and distributing publicity material.
- Some knowledge and skill with computers, graphic design, desktop publishing, and typesetting.
- Ability to assemble and write a variety of news releases, pamphlets, newsletters, and other publicity materials. Familiar and is knowledgeable on use of social media such as Twitter, Linked In, Facebook, Instagram, etc.
- Ability to coordinate events, operate and manage cultural facilities and programs.
- Ability to establish and maintain effective relationships with a variety of populations in the community, employees, public officials, civic groups, businesses and media.
- Ability to communicate effectively both orally and in writing.
- Ability to define and solve problems.
- Must be able to multi-task and have excellent organizational skills
- Ability to communicate and have positive relationships with vendors, customers and employees.

**SPECIAL REQUIREMENTS:**

- Valid Florida State driver's license, or ability to obtain one. No more than two (2) moving violations within the last 12 month period. No more than 6 violation points on your license within the last 24 months.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, talk, hear, and use hands to manipulate, handle, feel or operate objects, tools, or controls, and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl.

The employee must regularly lift and/or move up to 20 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 50 pounds dead weight with knees extended and bending from the waist. Objects include tables, chairs, podiums, benches, and other equipment. Specific vision abilities required by this job include close vision, distant vision, color vision, peripheral vision, depth perception, and ability to adjust focus. In addition, the employee must be able to rotate neck frequently, extend arms overhead frequently, and turn completely around from fixed stance.

**TOOLS & EQUIPMENT USED:**

Phone, copier, computer, calculator, camera, video camera, visual presenter, stage sound and lighting equipment other tools and equipment as deemed necessary.

**ENVIRONMENTAL CONDITIONS:**

The work environment characteristics 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.

While performing the duties of this job, the employee occasionally works in outside weather conditions, and rarely is exposed to wet and/or humid conditions, toxic or caustic chemicals. The noise level in the work environment is generally quite while in the office, and moderately noisy when in the field during public activity.

**SELECTION GUIDELINES:**

Formal application, evaluation of education, training and experience; oral interview, reference and background check; job related tests may be required. The Village is a Drug Free Workplace and an Equal Opportunity Employer.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.

**JOB DESCRIPTION HISTORY:**

Created: 5-24-18