



## JOB DESCRIPTION

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<b>JOB TITLE:</b>	Fairgrounds Operations Deputy	<b>FLSA:</b>	Exempt
<b>DEPARTMENT:</b>	Parks & Recreation	<b>JOB CODE:</b>	1253
<b>REPORTS TO:</b>	Facilities, Parks & Recreation Director	<b>DATE:</b>	6/16/2021

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### POSITION SUMMARY:

Under direction of the Facilities, Parks & Recreation Director, supervises and participates in the daily operation of the civic center and fairgrounds facilities; markets the county's facilities to attract users; assists clients in the use of the civic center, fairgrounds, and other community facilities; supervises staff; and performs other work as required.

### DISTINGUISHING CHARACTERISTICS:

This is a management-level position responsible for providing services to clients utilizing the county's civic center and fairgrounds facilities. This class is distinguished from the Facilities, Parks & Recreation Director in that the latter is the department head with management responsibility over all department operations. This is an unclassified position which serves at the pleasure of the Facilities, Parks & Recreation Director.

### ESSENTIAL FUNCTIONS:

- Demonstrates regular, reliable, and punctual attendance.
- Promotes and markets the use of county facilities for a broad range of convention, rodeo, and other events; develops and implements advertising materials; maintains contacts with organizations that may assist in promotion of facilities and those who may conduct events in the community; travels outside the county and the state to promote and market facilities and community.
- Assists those who may wish to conduct events in planning the facilities' usage and in acquiring information about community resources; directs and participates in sales activities and event development.
- Manages the activities and programs of the civic center and fairgrounds; manages the scheduling of events; monitors conditions of facilities and other assets of the county; develops goals and objectives for facility operation and usage consistent with policies of the department; coordinates division activities with county departments and other related agencies; develops standards and evaluates performance and levels of service.
- Estimates budget needs for assigned programs, operations, and facilities; writes justifications for funding requests; monitors expenditures to assure compliance with budgets; accounts for variances between projected and actual expenditures; prepares and presents information in written and oral form to Boards, the County Manager, officials of other agencies, and members of the public.
- Plans, organizes, assigns, supervises, reviews, and evaluates the work of assigned staff.
- Selects, directs, evaluates, and disciplines assigned staff; instructs staff in the requirements of jobs; trains staff in work procedures; advises staff on resolution of problems; hears and responds to employee problems, concerns, and complaints.

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This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



## JOB DESCRIPTION

### CIVIC CENTER ADMINISTRATOR

- Prepares and directs the preparation of a variety of marketing materials, written correspondence, reports, procedures and other written materials.
- Operates equipment and performs maintenance and repair work to assist staff and to respond to emergencies.

#### **ESSENTIAL FUNCTIONS:** (continued)

- Represents the county with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

#### **QUALIFICATIONS:**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.*

#### **Education and Experience:**

Bachelor's degree from four-year college or university in marketing, hospitality, agriculture, business or public administration, or a related field; AND three (3) years of related experience in marketing, sales, or event management; OR an equivalent combination of education, training, and experience.

#### **Required Knowledge and Skills**

Knowledge of:

- Promotional and marketing channels and techniques.
- Livestock and agriculture, including related industries.
- Principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation, and employee training and discipline.
- Administrative principles and practices, including goal setting, program development, implementation, and evaluation.
- Principles and practices of budget development and administration.
- Computer applications related to the work.
- Correct business English, including spelling, grammar and punctuation. Techniques for dealing with the public, in person and over the telephone.

Skill in:

- Sales and marketing.
- Planning, coordinating, and managing events.
- Planning, organizing, supervising, reviewing, and evaluating the work of others.
- Training others in policies and procedures related to the work.
- Preparing clear and concise reports, correspondence, and other written materials.
- Making effective oral presentations to large and small groups.
- Using initiative and independent judgment within general policy guidelines.

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## JOB DESCRIPTION

### CIVIC CENTER ADMINISTRATOR

- Dealing successfully with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds, in person and over the telephone.

### REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

- Nevada Driver's License.

### PHYSICAL DEMANDS & WORKING ENVIRONMENT:

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

Mobility to work in a typical office setting and use standard office equipment; mobility to walk to various locations within the office, civic center, and fairgrounds; stamina to stand and sit for extended periods of time; strength and agility to lift and carry up to 20 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate in over the telephone and in person.

Works inside; outside work occurs on an occasional basis and requires exposure to dust, fumes, or high noise levels. Frequently travels to destinations outside of the county and the state. Work schedule is varied, and work hours generally exceed 40 hours per week.

### CONDITIONS OF EMPLOYMENT:

1. *Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*
2. *New employees are required to submit to a background investigation and if hired for a safety-sensitive position, a drug/alcohol screen. Employment is contingent upon passing the background and the drug/alcohol screen (if applicable).*
3. *Churchill County participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS, with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered employment must complete Section 1 of the Form I-9 along with the required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required documentation as soon as possible after the job offer is made.*



## JOB DESCRIPTION

### CIVIC CENTER ADMINISTRATOR

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_