

JOB TITLE: CIVIC CENTER MANAGER (Salaried - Exempt)

ACCOUNTABILITY: Under the direct supervision of the City Administrator at the direction of the Civic Center Commission and in compliance with the Langworthy Will.

JOB SUMMARY: Supervises and participates in the operation and maintenance of the Civic Center facilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Schedules events; assigns rooms, including room setup of equipment, tables and chairs; supervises and schedules work hours for Civic Center Assistants; maintains Civic Center facilities and grounds including: schedules maintenance, repair, and upkeep; performs minor repairs; custodial care; schedules planting, trimming, mowing, watering; inspects, repairs and purchases audio/visual equipment; prepares the annual budget in coordination with the Civic Center Commission; attends all meetings of the Civic Center Commission; regular and reliable attendance; other duties as assigned.

ADDITIONAL DUTIES AND RESPONSIBILITIES: At the direction of Civic Center Commission, solicits bids for major repairs and other work relating to the facilities and grounds; maintains purchase orders and inventory records; keeps files of all transactions and bids; communicates and interprets policies and procedures of the Commission; maintains liaison and cooperative relationships with citizens, community groups and/or organizations and other governmental agencies; tracks building usage and generates reports; maintains online and physical building calendars; trains Civic Center Assistants on use of building and required job duties.

SKILLS/ABILITIES: Good oral and written communication skills to effectively communicate on a daily basis with the public, City employees and elected and appointed officials; high degree of organizational and supervisory skills; knowledge and ability to perform minor repairs to facilities and equipment; ability to: lift 50 lbs.; move and carry furniture; operate powered custodial equipment; work on weekends, evenings, holidays, as needed; stand, sit, walk, climb, balance, stoop, kneel, reach, bend, and work in a crouched position for extended periods of time; maintain records; utilize an online timesheet system for clocking in and out and requesting leave; work with audio and video technology.

TRAINING AND EXPERIENCE: Graduation from High School or equivalent; two years of supervisory experience; one year of activity scheduling; one year of experience with various computer programs and functions; or any equivalent combination of education and experience; possession of valid driver's license.

Updated: 4/2021