



Job Title: Civic Center Manager
Department: Civic Center
FLSA Status: Exempt, Salaried, Full Time
Revised Date: 4/20/21 (Council Approval)

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 Job Functions

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.

Knowledge, Abilities and Skills

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.

Education 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.

Note: *The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be constructed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. This job description may be changed or updated at any time without notice.*