

City of Cordova Position Job Description

CORDOVA CENTER COORDINATOR

DEPARTMENT: ADMINISTRATION

SUPERVISOR: CITY MANAGER

CLASSIFICATION: PART TIME, HOURLY, OVERTIME ELIGIBLE, IBEW BARGAINING UNIT

SUMMARY

Oversees and coordinates Cordova Center activities, events, and meetings; implement programming goals and objectives; and performs a variety of administrative and professional tasks in support of assigned area of responsibility.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees of this classification. Shown are duties intended to provide a representative summary.

- Oversees Cordova Center activities and events. Identifies the resource and staffing needs and develops the plan to provide resources for events.
- Schedules usage of Cordova Center for activities; provides information and assistance to users of facilities.
- Scheduling Cordova Center staff, which includes prioritizing and assigning work; ensuring staff is trained.
- Completes and manages administrative tasks to carry out facility use, which includes developing and providing quotes to users; tracking applications and Conditions of Use forms; invoicing for facility use; and receiving payments.
- Communicates and collaborates on all scheduled events and needs with staff; which may include Superintendent of Facilities, City Clerk, Public Works Director and City Manager.
- Support facility users with events by conducting walk through in advance of event, coordinate set up of needed equipment, and schedule walk through upon event completion.
- Oversee and facilitate audio/video needs throughout the Cordova Center.
- Maintains quarterly reports and provides them to the City Clerk.
- Participates in the preparation and administration of assigned budget; submits budget recommendations; and monitors expenditures.
- Oversees Cordova Center conference marketing, scheduling, and meeting logistics.
- Assists with conference and program hospitality issues.
- Oversee use, security, and maintenance of building, including meeting rooms.

MINIMUM QUALIFICATIONS

- A. Four years of increasingly responsible community service, recreational, or social activity experience; including one year of administrative/supervisory responsibility.

NECESSARY COMPETENCIES (KNOWLEDGE, SKILLS, ABILITIES, BEHAVIORS)

- A. Proven ability to supervise, evaluate, and direct staff.
- B. Proven ability to communicate, both orally and in writing; and deal effectively with the public.
- C. Good organizational skills, time management and administrative abilities.
- D. Skills in Computers and applicable software
- E. Ability to determine timelines and schedules necessary to carry out events successfully.
- F. Ability to carry out and explain facility policies and procedures.
- G. Ability to prepare and administer budgets; allocate limited resources in a cost-effective manner.
- H. Ability to collaborate with outside entities to accomplish mission and goals.

REQUIRED TECHNICAL SKILLS

Knowledge of computers, software and audio/video equipment; knowledge of general office practices.

LEGAL REQUIREMENTS

As a condition of employment, this position may be subject to a pre-employment drug test and background check (criminal history, verification of education and employment history).

WORKING CONDITIONS

Work is accomplished in a general office setting. Attendance at events and meetings is required, unless covered by another event team member. Must have the ability to work evenings and weekends. Hours may vary depending on program scheduling.

PHYSICAL DEMANDS OF POSITION

Capable of frequently bending, twisting, and kneeling. Able to lift and carry items weighing up to fifty (50) pounds. Capable of sitting for extended periods of time. Ability to move between physical locations as required for site visits and in-person meetings throughout the community. Clarity of speech and sufficient hearing, with or without reasonable accommodation, which permits effective communication during interactions with groups, staff, and customers. Sufficient vision, with or without reasonable accommodation, which permits observation of facilities and written documents.

To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this job description are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. The omission of specific statements or duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

I have read and understand the job requirements, responsibilities and expectations set forth in the job description provided for my position. I attest that I am able to perform the essential job functions as outlined with or without any reasonable accommodations.

Acknowledged:_____ **Date:** _____