



Employment Opportunity

Kittitas County, Washington

POSTED: 4/4/14

CLOSES: When Filled

EVENT CENTER DIRECTOR

The current vacancy in the Event Center is a full-time, exempt, benefited, non-union position expected to begin as soon as possible. Anyone who meets the qualifications stated below may apply. Screening of applications will commence 4/11/14 and continue until a suitable candidate has been found.

SALARY RANGE: \$3,784 - \$4,984 per month

ESSENTIAL FUNCTIONS:

Facilities maintenance:

- Operate and maintain the Kittitas Valley Event Center in compliance with City of Ellensburg, Kittitas County, State, and Federal laws and policies.
- Work with the Ellensburg Rodeo Board to maintain the Rodeo Arena and related facilities to standards as required for their events.
- Ensure the facility and grounds are presentable, well-maintained, and up to codes/standards in order to meet the general needs of users.
- Make recommendations to the Board of County Commissioners for capital improvements and request appropriations as needed.

Staff management:

- In coordination with HR, handle recruitment for Event Center staff, including special event or seasonal employees.
- Assume responsibility for inmate work crews assigned by the Kittitas County Corrections Center (KCCC), and ensure proper supervision of these workers in accordance with KCCC policy, County policy, and State/Federal Regulations.
- Ensure employees are trained to perform their duties and follow all safety procedures.
- Plan, assign, and supervise daily workload of all employees, from grounds maintenance to finance and program administration.
- Ensure tasks are performed in an efficient, effective, and safe manner; inspect work as needed.
- Maintain departmental staff records; administer performance evaluations and disciplinary action in accordance with County policy and procedures.
- Resolve issues and/or conflicts as they arise.

Financial management:

- Develop and administer a yearly budget to the satisfaction of the Board of County Commissioners and County Auditor; forecast future revenues and expenditures.
- Develop grant proposals, administer grant payment and grant management processes.
- Monitor, recommend, implement, and communicate fee schedule changes as needed.
- Manage all financial matters in accordance with the current cash handling policies established by the KVEC and the Kittitas County Auditor's Office.
- Review and authorize all voucher submissions for subsequent payment, and track departmental revenues and expenditures.

- Monitor and approve all employee hours entered into NOVAtime; approve leave requests.

Marketing and logistics for the Kittitas County Fair, including cooperative production of the Ellensburg Rodeo:

- Plan specific strategies to accomplish the broad policies, goals, and long-term planning of the Kittitas County Fair.
- Primary contract negotiator for the use of the Event Center up to the statutory limit placed by the Board of County Commissioners.
- Maintain liaison with the Washington State University Cooperative Extension in the management and production of related 4-H activities.
- Maintain liaison with the Future Farmers of America programs in local public schools.
- Oversee annual County Fair statistical reporting to the Washington State Department of Agriculture.
- Advise and educate the Kittitas County Fair Board on Kittitas County Policies and Procedures, as well as State/Federal Laws. Assist the Kittitas County Fair Board in the various aspects of producing the annual Kittitas County Fair, to include providing staff, planning expertise, marketing guidance, and event management.
- Monitor legislative action concerning public facility and County Fair issues.
- Maintain a strong and positive relationship with the Ellensburg Rodeo Board to ensure successful production of the annual Rodeo.

Management of the Kittitas Valley Event Center as a year-round venue:

- Develop, direct, and implement a successful marketing and public relations program designed to introduce the facility to the general public and potential user groups, and enhance growth of the facility to a successful year-round venue.
- Develop and maintain long-range forecasting and planning for the Event Center.
- Design and implement new facility programs as needed.
- Manage parking, security, camping, public safety and other event-based programs.
- Mediate and resolve user group conflicts as they arise.
- Develop, implement, and interpret policy for the use of the Event Center, and serve as primary contact point for questions concerning facility policies and procedures.
- Create programs and events that will generate revenue to ensure future growth and success of the Event Center.
- Consult with user groups to determine program and facility changes and upgrades.

Other Functions:

This job description is a summary of the primary functions and expectations for this position. Additional department-related duties may be assigned as required.

MINIMUM QUALIFICATIONS:

- High School Diploma, GED, or higher education degree.
- At least five (5) years of experience managing a venue that hosts events of all sizes, with project, contract, and financial management responsibilities.
- At least three (3) years of supervisory experience.
- Valid Washington State Driver's License.
- A criminal history and background check will be performed. Candidates may not qualify if they have misdemeanor or felony charges or convictions. Convictions will not necessarily disqualify you from employment. Factors such as age and time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account.

REQUIRED KNOWLEDGE/SKILLS/ABILITIES:

- Ability to communicate effectively in verbal and written form, with tact and diplomacy.
- Ability to create and maintain excellent customer relations with the diverse population of patrons that use the Event Center.
- Ability to use a scheduling system to effectively manage competing demands for facility use.
- Strong organization skills, including the ability to manage multiple priorities and frequent interruptions.
- Ability to manage large events, with potentially high stress incidents, while under public scrutiny.
- Strong interpersonal skills and the ability to motivate and lead individuals and teams to achieve successful outcomes.
- Patience, determination, and the ability to manage change and pressure successfully.
- Ability and willingness to provide hands-on assistance alongside staff.
- Ability to manage a complex budget and increase revenue through promotion and marketing of the facility as a year-round venue.
- Excellent public relations skills and ability to maintain good media relations.
- Ability to work around animals typically found in a County fair/4-H environment (horses, cattle, pigs, dogs, etc.).

PREFERRED QUALIFICATIONS:

- A degree in Recreation/Tourism, Event Planning, Public Relations, Marketing, or other closely related field.
- Certified Festival and Event Executive (CFEE) designation.
- Experience in facilities maintenance.
- Experience in the development and successful operation of promotion and advertising programs.
- Familiarity with the Event Center's major events/patrons (Ellensburg Rodeo, Kittitas County Fair, 4-H, etc.).

WORKING CONDITIONS:

Work is typically performed in both indoor and outdoor locations. Office work may require sustained posture in a seated position and prolonged periods of computer operation; use of standard office equipment; strength to lift, pull, push and/or carry up to 25 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate in person or over the telephone or radio. Outdoor environments may include exposure to inclement weather such as temperature extremes and very windy/dusty conditions; excessive (concert level) noise; exposure to animals and rugged terrain; must have the ability to traverse a variety of walking surfaces as needed, including stairs. Exposure to the following materials may occur (*this list is a sample and is not meant to be all-inclusive*): Cleaning/sanitation chemicals, solvents, volatile organic chemicals, environmental pollutants, paints, epoxies, abrasives, etc. Safety rules/regulations must be adhered to at all times, including appropriate attire and PPE when necessary.

It is expected that this position will have local and out-of-state travel that will occur with some frequency. Employee must have the ability to safely operate a motor vehicle in varied weather conditions and all levels of daylight.

Regular attendance and punctuality are required and expected Monday – Friday from 8:00 AM to 5:00 PM; however, exempt/management positions are expected to work the number of hours required to complete the duties of the position, which could include evenings and weekends.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

APPLICATION PROCESS:

Applicants must apply online using the electronic recruitment portal. Completed applications must be submitted to Human Resources by **5:00 PM** on the closing date. The following items are required: 1) Kittitas County Employment Application; 2) Resume; 3) Letter of Interest; 4) Three (3) professional references and Three (3) personal references and 5) Supplemental Exam Answers. **Please note: All applications must be submitted online; paper copies will not be accepted.**

SUPPLEMENTAL EXAM QUESTIONS:

- 1) Please describe your experience managing a venue that hosts events of all sizes. Include details that highlight the types of events and your scope of responsibility.
- 2) Please describe your experience managing the following: maintenance and office staff, vendors, entertainers, and a diverse customer base.
- 3) Please describe your experience with financial and contract management.