



Employment Opportunity

Kittitas County, Washington

POSTED: 11/05/2018

CLOSES: 11/12/2018

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. This position will close on 11/12/2018.

SALARY RANGE: \$4,359 - \$5,865 per month

ESSENTIAL FUNCTIONS:

Staff management

- In coordination with HR, handle recruitment for the Event Center, including office staff, event staff, temporary/seasonal employees, and volunteers/interns.
- Plan, assign, and supervise daily workload of all employees; Maintain departmental staff records; administer performance evaluations and disciplinary action in accordance with County policy and procedures.
- Ensure that employees assigned to event setup and take-down receive the required training on use of Inmate Workers provided 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 including proper lifting/carrying methods.
- Ensure tasks are performed in an efficient, effective, and safe manner; inspect work as needed.
- Resolve issues and/or conflicts as they arise.

Financial management

- Develop and manage an annual budget to the satisfaction of the Board of County Commissioners and County Auditor; forecast future revenues and expenditures.
- Obtain budget requests and input from the Fair Board and keep them apprised of budget meeting schedules; provide financial updates to the Fair Board as needed.
- 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, Kittitas County Auditor's Office, and Kittitas County Treasurer.
- 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.

Provide support services in preparation for the Kittitas County Fair

- Provide administrative and logistical support to the Fair Board as requested to accomplish the broad policies, goals, and long-term planning of the Kittitas County Fair.

- Negotiate and/or prepare contracts for Fair service providers, and assist Fair Board members with vendor and entertainment contracts up to the statutory limit placed by the Board of County Commissioners.
- Maintain a supportive relationship with the Washington State University Cooperative Extension staff with regard to the 4-H program.
- 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.
- Monitor legislative action concerning public facility and county fair issues.
- In coordination with the Maintenance Director and Fair Board, maintain a positive relationship with the Ellensburg Rodeo Board; provide input and/or recommendations regarding the annual "Punch List" in preparation of the annual Ellensburg Rodeo; ensure successful implementation of the contractual agreements for use of the Event Center.

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

- Manage rental/use of the facility (this includes RV/camping and parking); coordinate simultaneous events throughout the year to ensure positive experiences and avoid conflict; resolve conflicts as they arise.
- Make customer service a priority to encourage return customers and maintain a positive reputation for the facility and the County.
- Develop and implement a successful marketing and public relations program designed to increase the number and variety of events held year-round.
- Develop and maintain long-range forecasting and planning for the Event Center.
- Work with the Maintenance Director and the proper authorities to ensure that public safety is a priority during events and to ensure the facilities are secured.
- 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.
- Search for 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.
- Use the Maintenance CAMAS request system for any repairs, modifications, or improvements to the Event Center structures and property. Ensure any maintenance requests are communicated in a timely manner and follow up as necessary to ensure completion.
- In coordination with the Maintenance Director, make recommendations to the Board of County Commissioners for capital improvements and request appropriations as needed.
- Assist Emergency Management Personnel with logistics when the Event Center is utilized as an emergency operations center, animal shelter, fire camp, etc.

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 advanced level experience in the venue-rental or hospitality industry, working with events of all types and sizes, with project, contract, and financial management responsibilities.
- At least three (3) years of experience in a working manager capacity; preferably in a similar environment.

- Experience in the development and implementation of promotion and advertising programs that have increased new business.
- Alternative education and/or experience may substitute for the minimum qualifications above at the discretion of the Board of County Commissioners.
- Valid Washington State Driver's License.
- A criminal history and background check will be performed on qualified candidates. Convictions may preclude candidates from employment in certain circumstances. Factors such as relativity to the position, age and time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account.

MUST POSSESS KNOWLEDGE/SKILLS/ABILITIES TO:

- Communicate in a clear, concise manner in verbal and written form, with tact and diplomacy, and with proper use of grammar and context.
- Create and maintain excellent customer relations with the diverse population of patrons that use the Event Center.
- Be proficient with use of computers systems and software, and be able to quickly learn programs and applications that are specific the department and the County.
- Manage multiple priorities and frequent interruptions in a calm, organized manner.
- Manage large events, with potentially high stress incidents, while under public scrutiny.
- Use interpersonal skills to motivate and lead individuals and teams to achieve successful outcomes.
- Manage change and high-pressure situations with a sense of calm, patience, and leadership.
- Regularly provide hands-on assistance and work alongside staff.
- Manage a complex budget and increase revenue through promotion and marketing of the facility as a year-round venue.
- Manage public/media relations in a professional manner; proactively keep the Board apprised of any areas of concern.
- Work around animals typically found in a County Fair/4-H environment (horses, cattle, pigs, dogs, etc.).
- Lead with honesty, a strong work ethic, and a desire to bring value to the organization.

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 with event set-up/take-down processes, and audio-visual equipment.
- 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 forty (40) 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, weekends, and holidays.

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. 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
- 5) Supplemental Exam Answers

Please note: All applications must be submitted online by 5 PM on the closing date; paper copies will not be accepted.

SUPPLEMENTAL EXAM QUESTIONS:

- 1) Please describe your experience managing a venue that hosts events of all sizes and varieties. Include details that highlight the types of events and your scope of responsibility.
- 2) Please describe your experience as a working manager.
- 3) Describe your experience working with different boards and/or committees, and a diverse population of group and individual customers.
- 4) Please describe your experience with financial and contract management.