

OPERATIONS MANAGER (OCEAN CENTER)

CODES/PAY RANGE

Class Code: 6004

EEO Code: B

Pay Range: 216

MAJOR FUNCTION

Highly responsible management work in direction and supervision of the event operations, building, equipment and grounds maintenance and repair at the Ocean Center and event coordination.

ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Event Operations

Plans, organizes, directs, and supervises all aspects of event operations which includes: planning, set ups, production, safety, move outs, etc.

Plans and coordinates with promoters, managers, and touring entourage of shows.

Directs the maintenance and repair of the building, grounds, and equipment. Directs and supervises the clean up of the building. Promulgates rules and regulations for the maintenance, use, and operation of the facility.

Inspects operations of lessees to determine that facilities are properly used in accordance with the safety code, administrative regulations and conditions of rental. Provides technical assistance as needed in various areas.

Performs various personnel related functions. Supervises the completion of work orders. Prepares and maintains annual operations budget.

Event Coordination

Supervises event coordinators. Schedules and supervises duty managers for each event.

Coordinates all events including managing event services contracts, electrical, decorating, stage hands, equipment and staffing. Serves as a liaison between clients and facility management staff.

Prepares and monitors all event work orders for all events. Coordinates client special requests and client special activities.

Provides input from the Director from clients on current and future development projects. Assists Director in facilitating development of goals that met client and facility needs. Implements goals with client and event services staff. Assists Director with current and future development ideas and concepts for operational design.

Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of management/supervisory principles, practices, and techniques. Knowledge of building management and maintenance. Knowledge of budgetary principles and practices. Knowledge of hospitality/convention management. Knowledge of event coordination and client services.

Ability to manage and supervise others effectively. Ability to work under pressure and meet deadlines. Ability to plan and execute the plan effectively. Ability to assess manpower needs.

Ability to budget effectively. Ability to communicate and coordinate with others effectively.

MINIMUM QUALIFICATIONS

Bachelor's degree in Business Administration, Management, Engineering or related area, and five (5) years of responsible supervisory/management experience in the operation of a large multipurpose facility(s) comparable to the Ocean Center.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

ADA REQUIREMENTS

Physical Demands: Heavy to Very Heavy work. Ability to see, hear, talk, grasp, feel, reach, lift, push, carry, pull, climb, traverse.

Environmental Demands: Inside work.

Mental Demands: Ability to read and comprehend technical and professional manuals and journals, procedures; safety instructions; instructions, memos, letters; blueprints, schematics, layouts. Ability to write reports, evaluations, financial report, memos, procedures, policies. Ability to perform general mathematical functions and shop math. Ability to speak clearly and concisely to relay instructions, information, data and details to layman/employees.

Revised 10/94;3/1/00