

City of Fort Worth, Texas Job Description

Classification Title	Senior Public Events Manager		
Job Code:	PR2531	Job Family:	Professional
Pay Grade	613	Date Reviewed:	07/10/15
FLSA Status	Exempt	Date Revised:	

GENERAL SUMMARY

Manages, supervises, coordinates, and promotes the activities and operations of the Public Events Department; coordinates assigned activities with other departments and outside agencies; and provides highly responsible and complex administrative support to the Public Facilities & Events Director.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Supervises staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary decisions or recommendations.
2. Oversees the proper set up of event spaces including: arenas, horse stalls & cattle pens, show offices, meeting rooms, banquet facilities and exhibit halls; reviews and approves detailed set-up arrangements to insure facility users requirements are met according to established building and safety standards.
3. Assumes management responsibility for assigned department services and activities including supervising and coordinating activities at the City's public events facilities; recommends and administers policies and procedures.
4. Monitors and evaluates the quality, responsiveness, efficiency and effectiveness of division service delivery methods and procedures.
5. Manages equipment replacement program for division.
6. Manages the development and implementation of departmental goals, objectives, policies and priorities for each assigned service and/or operational area.
7. Coordinates staffing levels, services and resources between Public Events facilities; coordinates scheduling of major events between facilities including contract and space negotiations, and directs client meetings; coordinates with Convention & Visitor's Bureau on complex booking opportunities, familiarization tours and facility tours.

8. Assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; directs and implements changes.
9. Participates in the development and administration of the department budget; recommends funds needed for staffing, equipment, materials and supplies; implements budgetary policy and procedures.
10. Manages, coordinates, and supervises activities at public events facilities; oversees facility safety, plans long-range activities, coordinates ongoing marketing and promotional programs, and oversees scheduling and billing of lessees; supervises events in progress.
11. Coordinates with representatives of various outside agencies, the hospitality and tourism industries, and agents of major events, shows and conventions; assists in the development and implementation of marketing programs for the facilities and City.
12. Represents the Public Facilities and Events department to other departments, elected officials, outside agencies, and the public; coordinates assigned activities with those of other departments and outside agencies and organizations.
13. Responds to and resolves difficult and sensitive citizen inquiries and complaints.
14. Performs other related duties as required.
15. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
 - Operations, services and activities of public events facilities.
 - Various events and activities held in public events facilities.
 - Sales and marketing techniques for Public facilities.
 - Methods and techniques of budget forecasting and monitoring.
 - Efficient and safe techniques in modern facility management.
 - Principles of supervision, training and performance evaluation.
 - Pertinent Federal, State and local laws, codes and regulations.
 - Basic City government and community organizations.
 - City personnel policies and procedures.
 - Principles and procedures for developing goals, objectives and management plans.
 - Purchasing policies and procedures for municipalities.
 - Event booking resource management software.
- **Skill in:**
 - Budgeting.
 - Personnel management.
 - Customer service.

- Event planning.
- **Ability to:**
 - Communicate clearly and effectively, both orally and in writing.
 - Assist in managing of public events activities and facilities.
 - Administer departmental goals, objectives and procedures.
 - Analyze and assess programs, policies and operational needs and make appropriate adjustments.
 - Plan, organize, direct and coordinate the work of subordinate employees.
 - Delegate authority and responsibility.
 - Select, supervise, train and evaluate subordinate employees.
 - Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
 - Research, analyze and evaluate public events planning methods and techniques.
 - Prepare clear and concise administrative reports.
 - Interpret and apply applicable Federal, State and local policies, laws and regulations.
 - Establish and maintain effective working relationships with those contacted in the course of work.
 - Achieve high level of performance and team member satisfaction.
 - Prioritize staff and projects while ensuring efficiency and cost-effectiveness of processes and procedures.
 - Think through complex problems and provide decisive answers.
 - Work in a dynamic environment.

MINIMUM JOB REQUIREMENTS

Bachelor's degree from an accredited college or university with major course work in Business Administration, Business Management, Marketing, Public Relations, Hotel Management or a related field and six years of increasing responsible experience in administrative and/or management work involving equestrian, public facilities, sales and advertisement of events including two years of administrative and supervisory responsibility.

OTHER REQUIREMENTS

None.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking,

repetitive motions, climbing, balancing, pushing, pulling and lifting; depending on assignment. Incumbents may be exposed to moving mechanical parts, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting and intense noises.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically exert up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and/or a negligible amount of force constantly having to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for the Sedentary Work category and the worker sits most of the time, the job is rated Light Work.