

City of Fort Worth, Texas Job Description

Classification Title	Assistant Public Facilities/Events Director		
Job Code:	AD1141	Job Family:	Assistant Department Directors
Pay Grade	305	Date Reviewed:	06/26/15
FLSA Status	Exempt	Date Revised:	

GENERAL SUMMARY

Assists in the planning, directing and managing of activities and operations of the Public Facilities and Events Department; assists in the marketing of facilities and events; participates in the coordination of assigned activities with other departments, outside agencies and the hospitality and tourism industries and agents of major events, shows and conventions; and provides complex administrative support to the Public Facilities and 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. Directs the activities of the division/department, which includes planning, coordinating, administering, and evaluating programs, projects, processes, procedures, systems, standards, and/or service offerings; ensures compliance with federal, state, and local laws, regulations, codes, and/or standards.
2. 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.
3. Assists in development and implementation of the marketing and business plans for the Public Facilities and Events department.
4. Establishes appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of public event methods and procedures; and allocates resources accordingly.
5. Coordinates scheduling of major events, including contract and space negotiations and direct client meeting; and oversees and monitors event operations.
6. Assesses and monitors work load, administrative and support systems and internal reporting relationships; identifies opportunities for improvement; and directs and implements changes; and serves as project leader of assigned programs and projects; and tracks and monitors progress on assigned projects.

7. Oversees and participates in the development and administration of the division budget; recommends funds needed for staffing, equipment, materials and supplies; monitors revenue and expenditures; and implements budgetary policy and procedures.
8. Provides staff assistance to the Public Facilities and Events Director and other executive level staff as appropriate; participates on a variety of boards, commissions and committees; and provides staff support to assigned boards and commissions.
9. Responds to and resolves sensitive citizen inquiries and complaints.
10. Performs other related duties as required.
11. 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.
12. Pursuant to the City of Fort Worth's Code of Ordinances and Personnel Rules and Regulations, employees in this position cannot file an appeal of disciplinary actions taken against them.

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.
 - Recent developments, current literature and sources of information related to public events programs and planning.
 - Principles of supervision, training and performance evaluation.
 - Pertinent federal, state and local laws, codes and regulations.
 - Invoice processing.
 - Basic city government and community organizations.
 - City personnel policies and procedures.
 - Principles and procedures for developing goals, objectives and management plans.
- **Skill in:**
 - Customer service.
 - Problem solving and decision making.
 - Organization and time management.
 - Event operations.
 - Marketing and sales.
- **Ability to:**
 - Communicate clearly and effectively, both orally and in writing.
 - Assist in managing and directing 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.
- Establish and maintain effective working relationships.

MINIMUM JOB REQUIREMENTS

Bachelor's degree from an accredited college or university with major course work in business administration, public administration, marketing, business management or a related field and six years of management experience preferably in convention, tourism, major hospitality industries, and/or visitor services activities.

OTHER REQUIREMENTS

Possession of, or ability to obtain, an appropriate, valid Texas driver's license.

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, walking and repetitive motions.

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.

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.