



Uintah County

Job Description

Title:	General Manager	Code:	110
Division:	Administration	Effective Date:	3/07
Department:	Western Park, Buckskin Hills, UCC	Last Revised:	5/15
FLSA Cat:	Exempt	Pay Grade:	42

GENERAL PURPOSE

Performs a variety of **managerial and administrative duties** related to the planning, organizing, directing, coordinating, and monitoring the utilization, upkeep, and maintenance of the Uintah Convention Center, Western Park, and Buckskin Hills facilities and environments. Acts as publicity and event developer to promote and attract special events and activities to the county.

SUPERVISION RECEIVED

Works under the broad policy guidance and direction of the Board of County Commissioners.

SUPERVISION EXERCISED

Provides close to general supervision to all employees at the Uintah Convention Center, Western Park, and Buckskin Hills.

ESSENTIAL FUNCTIONS

Manages the day-to-day operations of the aforementioned facilities; develops cooperative relationships with Convention Bureau and Travel Board in promoting tourism and special events to the county; solicits, negotiates and schedules events; registers event vendors and participants.

Attends regular board meetings; appraises of management and operational needs; prepares proposals impacting park expansion; discusses alternatives to various problems; develops long range and short range strategic plans; develops and implements policies and procedures; makes recommendations.

Conducts staff planning and training meetings; monitors division personnel needs and assists with recruitment, selection, and training of new employees; instructs in operational and policy procedures to insure strict performance standards are adhered to.

Monitors employee performance related to specific tasks, safety, and other areas of concern; makes decisions and carries out a variety of personnel actions affecting retention, promotion, discipline and discharge.

Develops annual projections of materials, equipment, and supplies; develops and recommends annual budget; monitors division expenditures to insure conformity to established fiscal program; submits reports to commissioners of the same; develops inventory controls and monitors material usage; purchases departmental needs, negotiates with vendors.

Determines maintenance, construction and remodeling projects develops cost proposals and makes recommendations for the same; prepares bid specifications for contracted projects; monitors contracted projects to assure quality and timely completion.

Solicits and negotiates for the use of grounds and facilities and the scheduling of events; schedules use of grounds areas, grand stand, stall rentals, R.V. plots, storage and other facility use; collects and receipts fees; establishes contracts for use; monitors use to assure compliance with agreements.

Markets, develops and promotes working relationships with various groups and associations, i.e., professional organizations, cutter associations, 4-H clubs, rodeo organizations, state athletic associations, soccer and dance groups, coordinates long term use and access contracts.

Through Maintenance Supervisors, directs work release projects; assures proper work activity and security for release crews; manages the winterization of facilities and equipment; directs installation of various electrical, water, and related service systems and repairs.

Manages grounds security and safety programs; assures compliance by public with parking, speed and traffic routing regulations as posted; assures for proper removal of snow, water and other safety hazards as needed; administers road and gate closure to assure safety and appropriate access to park properties.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Bachelor's Degree;

AND

B. Eight (8) years of progressively responsible experience performing above or related duties;

OR

C. An equivalent combination of education and experience.

2. Required Knowledge, Skills, and Abilities:

Thorough knowledge of the methods and techniques of developing and operating county fair-park facilities; principles of supervision; fiscal management and budget development; general office management and practices; business and technical writing; interpersonal communication skills; public relations. **Considerable knowledge** of principles of management, supervision and employee motivation; contract and agreement negotiating techniques and practices; basic accounting and record keeping procedures; construction codes and standards. **Working knowledge** of general facility security methods, processes and procedures.

Skill in cooperative problem solving.

Ability to administer a large work program; analyze a variety of financial problems and make recommendations; prepare and present budget estimates; direct, motivate, develop, and evaluate subordinates; create operating policies and procedures; interact effectively with the general public; assess effectively and accurately activities that poses a threat to facility security and general public safety; communicate effectively, verbally and in writing; establish effective working relationships with co-workers, supervisors, public safety personnel and the general public.

3. Special Qualifications:

Must possess and maintain a valid Utah Class "A" Commercial Drivers License.

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain. Periodic walking, standing, stooping, sitting, reaching, required in normal course of performing essential duties. Talking, hearing and seeing valuable to effective performance of the job. Common eye, hand, finger dexterity required for most essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)