



# Uintah County

## Job Description

<b>Title:</b>	Assistant General Manager	<b>Code:</b>	132
<b>Division:</b>	Administration	<b>Effective Date:</b>	5/15
<b>Department:</b>	Uintah Conference Center	<b>Last Revised:</b>	5/15
<b>FLSA Cat:</b>	Exempt	<b>Pay Grade:</b>	36

### GENERAL PURPOSE

Assists in the performance of 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. Acts as publicity and event developer to promote and attract special events and activities to the county.

### SUPERVISION RECEIVED

Works under the direction of the General Manager.

### SUPERVISION EXERCISED

Provides close to general supervision to all employees at the Uintah Convention Center and general supervision of employees in other areas as needed.

### ESSENTIAL FUNCTIONS

Manages the day-to-day operations; 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 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 personnel needs and assists with recruitment, selection, and training of new employees; instructs in operational and policy procedures and ensures strict adherence to strict performance standards.

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.

Assists in the determination of maintenance 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 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, professional organizations, state athletic associations, soccer and dance groups, Etc. Coordinates long term use and access contracts.

Through Maintenance Supervisors, directs work release projects; assures proper work activity and security for release crews.

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. Two (2) years of 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 public facilities; principles of supervision; fiscal management and budget development; general office management and practices; business and technical writing; interpersonal communication skills; public relations. **Working knowledge of** principles of management, supervision and employee motivation; contract and agreement negotiating techniques and practices; basic accounting and record keeping procedures. **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:

None.

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.

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**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)