

## CITY OF SPOKANE VALLEY POSITION DESCRIPTION

Class Title:	CenterPlace Coordinator	Job Code Number:	430
Department:	Parks & Recreation	Grade Number:	14
Division:	NA	FLSA Status:	Exempt
Date:	January 1, 2015	Location:	CenterPlace

### **GENERAL PURPOSE:**

Responsible for the daily operation of CenterPlace Regional Event Center, which includes facility reservations, event preparation, and marketing. .

### **SUPERVISION RECEIVED**

Works under the guidance and direction of the Parks and Recreation Director.

### **SUPERVISION EXERCISED**

Exercises supervision over the CenterPlace Administrative Assistant, Office Worker 1 , and other personnel as assigned.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Manages and participates in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommends and administers policies and procedures.

Selects, trains, evaluates and disciplines personnel, and resolves employee grievances. Determines work procedures, prepares work schedules and expedites workflow. Issues written and oral instructions. Assigns duties and examines work for exactness, neatness and conformance to policies and procedures. Counsels employees to improve performance. Studies and standardizes procedures to improve efficiency of subordinates.

Assists the Director in the development of the CenterPlace Regional Event Center's annual budget in areas of responsibility; participates in the forecast of funds needed for staffing, training, equipment, materials, supplies and projects.

Develops, promotes, coordinates, organizes, and participates in services and programs at CenterPlace. Seeks new and innovative ways to utilize available space.

Interacts with public and private groups, agencies and businesses to maximize CenterPlace use by developing marketing strategies that support and enhance existing, local and regional business, service clubs, and other service providers.

Manages and supervises CenterPlace Regional Event Center:

- Coordinates with the Senior Center Specialist in regards to the Spokane Valley Senior Association. Schedules and monitors the use of facilities in conjunction with city staff and other building tenants;
- Oversees the hiring and scheduling of seasonal employees. Maintains records of facility use.
- Makes recommendations to Director regarding CenterPlace improvements

Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities and time. Provides recommendations for program and facility fees.

Makes private and public presentations, both written and oral, to supervisors, boards, commissions, civic groups, potential clients and the general public. Communicates official plans, programs, policies and procedures to staff and the general public.

#### PERIPHERAL DUTIES

Researches, prepares applications and administers grants benefiting CenterPlace.

Serves as a member of various staff committees as assigned.

Keeps abreast of trends and developments in the field of regional event center operations and maintenance.

Assists other Department staff as needed.

#### DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- A. Graduation from an accredited four-year college or university with a degree in recreation administration, business administration, marketing or closely related fields.
- B. Minimum three (3) years previous experience and/or training that includes management, customer service, and recreation administration, two of which are in community center, banquet facilities, or other public facilities management.
- C. An equivalent combination of education and experience may be considered.

Necessary Knowledge, Skills and Abilities:

- A. Ability to identify and achieve long and short term management goals.

- B. Ability to communicate effectively, orally and in writing, with employees, consultants, representatives of the business community and the general public.
- C. Knowledge of community center and food service facilities and programs.
- D. Knowledge and skills in the area of marketing, including:
  - 1) Marketing principles and fund raising methods, including the development and implementation of a Marketing Plan;
  - 2) Ability to identify and capture market segment.
- E. Knowledge and skills in the area of fiscal management, including:
  - 1) Methods and procedures of budgeting;
  - 2) Tracking expenditures and revenues and meeting financial objectives;
  - 3) Maintaining accurate financial records and participating in a Department-wide budget process;
  - 4) Office and billing procedures and practices.
- F. A key value of the City is customer service. This position requires considerable knowledge, ability and skill in the principles and practices of excellent customer service as practiced in both the private and public sectors. It requires the ability to effectively meet and deal with the public; the ability to handle stressful situations; the ability to greet and respond to customers in a friendly, pleasant and professional manner using appropriate inflection, grammar and syntax; the ability to establish and maintain effective working relationships with employees, supervisors and the general public; the ability to maintain a professional, courteous, and pleasant demeanor in difficult and stressful situations; and the ability to diplomatically deal with difficult people. A willingness to expend extra effort to help the public find answers or information relative to their inquiry or complaint is expected.

#### **SPECIAL REQUIREMENTS**

Valid state driver's license or the ability to obtain one within 90 days.

#### **TOOLS AND EQUIPMENT USED**

Personal computer, including word processing, spreadsheet, presentation and database software; adding machine and/or calculator; telephone, copy- and fax machine.

#### **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.

While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate object, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

## WORK ENVIRONMENT

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.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, or airborne particles.

The noise level in the work environment is usually quiet in the office, and moderate in the field.

## SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job-related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval:	_____	Approval:	_____
	Human Resources Manager		City Manager
Effective Date:	January 1, 2015	Revision History:	Established January 11, 2005