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DESOTO COUNTY, FLORIDA

JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Event Manager

Department: Turner Center

Pay Grade: 106 (\$41,752.64 - \$64,716.59)

FLSA Status: Non-Exempt

GENERAL DESCRIPTION:

Responsible for all aspects of events. Duties include meeting with clients to determine the needs of required services necessary for a successful event, preparing event outlines for staff, providing clear, concise, and timely communication of directives to other departments as well as other duties as assigned. This position requires ability to handle customer service issues while acting as floor manager during events. Job duties may vary as circumstances require. Work is performed under the direction of the Turner Center Director.

ESSENTIAL JOB FUNCTIONS:

1. Establish and maintain contact with prospective clients. Meet with clients to agree upon specific schedules and requirements for each scheduled event through conclusion of the event.
2. Determine staffing levels and provide cost estimates for events.
3. Provide information concerning event requirements to assigned personnel.
4. Greet the public and answer various questions concerning events, tickets and rentals.
5. Handle customer service issues regarding events.
6. Able to work nights or weekends when required for events.
7. On occasion may unload concession supplies, help set-up tables and chairs, provide or perform food runs, and distribute event materials throughout the County.
8. File Sales Tax with the State of Florida
9. Order supplies, food and alcohol.
10. Direct daily activities of event staff and maintenance staff.
11. Performs other duties as assigned.

MINIMUM QUALIFICATIONS

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of and experience with computer programs included Excel, word, Incode.
- Knowledge of cash handling control procedures.

- Knowledge of meeting and event planning
- Concession stand operations; following food safety guidelines.
- Knowledge of web design and graphic design to make flyers and promotional publications for upcoming events at the center.
- Ability to work under pressure in a fast-paced environment, recognizing problems and finding solutions.
- Demonstrated ability to effectively and courteously interact with a large and diverse customer base.
- Ability to work nights, weekends, and holidays as required by event schedule.
- Excellent written and verbal skills.

EDUCATION AND EXPERIENCE:

Graduation from an accredited college or university with a Bachelor's Degree in Business, Sports Management or a closely related field. Two (2) years' experience in facility/event management. A comparable amount of training, education, or experience can be substituted for the minimum qualifications.

Special Qualifications:

Possession of a valid Florida Driver's License. Ability to obtain food safety license.

ESSENTIAL PHYSICAL SKILLS:

Employee must have acceptable eyesight, hearing and the ability to communicate both orally and in writing. Must have the ability to access, input, and retrieve information from a computer, enter data at a prescribed rate of speech, ability to sit at a desk and view a display screen for extended periods of time. Employee must be able to walk, stand, bend, stoop and drive. Ability to lift tables, chairs and other pieces of equipment.

ENVIRONMENTAL CONDITIONS:

Work is performed inside in an office environment; however, circumstances may require work out of doors in various weather conditions.

THIS IS A DISASTER ESSENTIAL POSITION.

DeSoto County is an Equal Opportunity Employer. It is the policy of the County to administer its employment practices without regard to race, color, creed, religion, national origin, ethnicity, age, gender, pregnancy, marital status, veteran status or disability. This policy applies to all employment practices and personnel actions including, but not limited to, recruitment, screening, selection, hiring, training and development, determinations of pay and benefits, evaluation, scheduling, job assignments, promotion, transfer, demotion, layoff, discipline and dismissal.

The County complies with all applicable federal, state and local laws mandating equal employment opportunity practices and prohibiting impermissible discrimination. The County will not tolerate any discrimination based upon an individual's race, color, creed, religion, national origin, ethnicity, age, gender, pregnancy, marital status, veteran status or disability.