

JOB TITLE: CIVIC CENTER MANAGER (Salaried - Exempt)

ACCOUNTABILITY: Under the direction of the Civic Center Commission and in compliance with the Langworthy Will, State Statute and City code and Personnel Policies.

JOB SUMMARY: Supervises and participates in the operation and maintenance of the Civic Center Building and grounds; conducts the scheduling and preparation of the facility for public use events; performs a variety of skilled and semi-skilled tasks in the maintenance and repair of the building and grounds; perform other duties related to the position of Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Plans, supervises and participates in the maintenance and operation of the Civic Center and grounds; performs painting, carpentry, and minor plumbing and electrical repairs to the building and grounds; schedules and performs facility custodial care; schedules and performs planting, trimming, mowing, watering and related work on the grounds; removes snow from sidewalks and parking lot; conducts the scheduling of events, and assignment of space for activities; schedules setup of chairs and tables and other Center equipment that may be needed/used by a group, including all computer or audio-visual equipment; supervises, and assigns duties to the live-in caretaker and part-time help in the proper maintenance and operation of the facility; participates in hiring, firing, evaluating and training of employees; prepares the annual budget and reviews it with the Commission prior to the deadline for submitting it to City Hall; attends all meetings of the Civic Center Commission; communicates and interprets policies and procedures of the Commission; maintains liaison and cooperative relationships with citizens, community groups and/or organizations and other governmental agencies related to Civic Center goals and objectives; inspects equipment to insure it is safe and in proper working condition.

ADDITIONAL DUTIES AND RESPONSIBILITIES: At the direction of Civic Center Commission, solicits bids for major repairs and other work relating to the building and grounds, orders repairs to be done and purchases equipment; maintains purchase orders and inventory records; keeps files of all transactions and bids.

SKILLS/ABILITIES: Must possess good oral and written skills to effectively communicate on a daily basis with the public, City employees and elected and appointed officials; high degree of organizational skills to effectively manage Civic Center activities; knowledge and ability to perform minor repairs to plumbing, electrical, structural facilities and equipment; knowledge of proper planting and care of lawns, plants, flowers and shrubs; ability to work in adverse weather conditions; ability to lift 50 lb. bags of seed or fertilizer; ability to move and carry furniture (e.g. tables and chairs); ability to operate moderately heavy equipment such as floor polishers; ability to carry, push, or pull a variety of tools and equipment (e.g. carpet sweeper, vacuum cleaner, walking mower, weed trimmer) and materials; ability to climb ladders and work in a stooped, kneeled or crouched position; ability to climb up onto and down from, and to operate a riding mower; ability to maintain records; ability to work forty (40) hours or more per week, ability to work on weekends and holidays as needed.

TRAINING AND EXPERIENCE: Graduation from High School; three years of supervisory experience; three years of building and ground operation and maintenance experience; three years of experience with various computer programs and functions; or any equivalent combination of education and experience.

Updated 03-14-13