



CLASS SPECIFICATION

Class Title: Events Operations Manager
Department: Western Sports Park
FLSA: Exempt

Class Code: 1099
Grade: 22
Eff. Date: 01/01/2024

GENERAL PURPOSE

Under general guidance and supervision of the Western Sports Park Director, this position performs supervisory duties and a variety of skilled duties in coordinating activities and events, employee and patron safety, customer service, and budget control.

EXAMPLE OF DUTIES

Works with the Western Sports Park and Discover Davis sales staff to ensure event logistics can be met and to contract with customers. Supervises the contracting process for the use of the Western Sports Park. Rents buildings to individuals, clubs and groups; ensures rental contracts are completed and signed; collects rent, deposits and proof of insurance, processes refunds.

Supervises assigned staff: hires, trains, schedules, assigns, and monitors work; conducts performance appraisals; documents performance issues in a timely and appropriate manner, refers employees for disciplinary action in accordance with county policies and procedures.

Works closely with event promoters and renters to determine specific needs regarding set-up, operation, and take-down of the event. Works closely with Sports Park staff to ensure buildings and grounds are properly prepared for the renter or promoter. Coordinates with the renters to receive the proof of proper insurance coverage for events.

Addresses any concerns from renters, vendors or patrons that arise. Provides customer service and helps assure the needs of the renters/vendors/patrons are met.

Supervises the food services including an in-house convenience store and/or leasing space to outside food vendors. Secures contracts for food services and proof(s) of insurance. Delegates space allocations for food service providers.

Determines space, equipment, and labor requirements for proposed activities. Provides for and coordinates specialized labor and/or equipment needs when necessary. Oversees the preparation of facilities for special events including set-up, take-down/clean-up, and rapid reset for back-to-back events.

Recommends facility upgrades, capital assets, products, services, and pricing strategy to produce the best overall results. Plan for future activities at the Sports Park and work on master plans to guide the continuous development of the facility, including keeping the facility updated with the latest technology.

Assists the Director with annual budget preparation and budget oversight that are related to the operation of events, including budget requests, projections, and controls. Develops a long-term budget plan for capital expenses and equipment needs related to event production. Monitors expenditures to stay within budget lines specific to event production.

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

Graduation from an accredited college or university with a Bachelor's Degree in Business Management, Marketing, Sports Management, Tourism, Parks/Recreation,, or a closely related field, plus four (4) years of full-time experience in planning, coordinating, or marketing community events or parks/recreation operations, or a directly related field; an acceptable combination of education and experience may be considered.

2. Special Qualifications:

Must furnish personal transportation for frequent on-the-job travel.

Employees driving a personal or a County vehicle for job related travel must possess a valid driver license, maintain the minimum vehicle liability insurance as specified in the Utah Code, and must operate a motor vehicle in a safe manner; new employees with an out-of-state license must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents).

3. Necessary Knowledge, Skills, and Abilities:

Knowledge of: event planning and coordination; recreational activities and events; building utilization and scheduling; use of contracts; budgeting, revenue collection; concepts of public relations and effective marketing techniques; local business community and organizations; operational procedures of an arena/stadium facility; applicable County and department policies, procedures, and practices; principles and physical requirements in staging indoor and outdoor sporting and special events.

Skill in: public relations/communication; operating common office equipment and applicable computer hardware and software.

Ability to: track event budgets and goals; make oral presentations to community groups; coordinate and follow through on multiple tasks; coordinate and implement a variety of events; interpret, read, and work from sketches, diagrams, and contracts; make cost estimates of time and materials needed for projects; prepare; learn new software programs as needs evolve; oversee and assign the work of others; set priorities and work with minimal supervision; exercise sound independent judgment to solve problems; communicate effectively (both orally and in writing); follow written and oral instructions; establish and maintain effective working relationships with supervisors, other employees,, vendors, and the general public.

WORKING CONDITIONS

Work extended hours and/or a flexible schedule which will include weekends and holidays; work outdoors in all weather conditions including extreme conditions/temperature; frequently walk, stoop, kneel, reach, sit, bend, push, pull, lift, carry, and otherwise move objects weighing up to 75 lbs.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. **All requirements are subject to possible modifications to reasonably accommodate individuals with disabilities.**