



Grand County

Job Description

Title:	Arena Director	Job Code:	2200
Division:	Administration	Effective Date:	09/2017
Department:	Old Spanish Trail Arena	Last Revised:	

GENERAL PURPOSE

Performs a variety of **managerial and administrative duties** related to the planning, organizing, directing, coordinating, and monitoring the utilization, upkeep, and maintenance of the Old Spanish Trail Arena, facilities and environment. Acts as publicity and event developer to promote and attract special events and activities to the county.

SUPERVISION RECEIVED

Works under the broad policy guidance and direction of the Council Administrator.

SUPERVISION EXERCISED

Provides close to general supervision to Administrative Assistant, Maintenance Technician/Lead, Maintenance Technician(s), Maintenance Worker(s), Contractors, Architects, Engineers and other professionals, Community service workers & jail inmate trustees.

ESSENTIAL FUNCTIONS

Management & Administration: Manages the day-to-day operations of the OST Arena; develops cooperative relationships with Administrative Control Board of the Grand County Recreation Special Service and Travel Council in promoting tourism and special events to the county; solicits, negotiates and schedules events.

Financial/Fiscal Administration: Prepares the annual budget, recommends and manages capital improvements, controls and monitors expenditures.

Strategic Planning: Attends and presents at County Council meetings as required; attends meetings and gives an operational, budget requirements and expenditure reports to the Administrative Control Board of the Grand County Recreation Special Service district; apprises of management and operational needs; prepares proposals impacting arena expansion; discusses alternatives to various problems; develops long range and short range strategic plans; develops and implements policies and procedures.

Applies risk management techniques to analyze facility and staff needs to reduce loss and contain costs; performs workload and staffing analysis related to seasonal and event demands; prepares a variety of reports on security, staffing utilization, event-related crowd control, and risk-management issues.

Personnel/Staffing Management: Manages division personnel needs and coordinates Human Resources with recruitment, selection, and training of new employees; instructs in operational policy and procedures to promote performance achievement.

Manages staff training, assessments and individual development plans for each staff member; 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.

Operations: 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; ; registers event vendors and participants.

Consults with exhibit managers, promoters, event representatives, and others concerning physical set-up needs and requirements for upcoming events/activities; oversees the collection of special services and equipment rental charges; monitors concessions and service contractor operations in the facilities for contract compliance.

Marketing & Promotions: Solicits and negotiates for the use of grounds and facilities and the scheduling of events; schedules use of grounds areas, grand stand, stall rentals, R.V. plots, storage and other facility use; collects and receipts fees; establishes contracts for use; monitors use to assure compliance with agreements; creates and maintains a business plan with long-term projections (10 yr.) to increase revenue and provide public recreational services.

Develops and promotes working relationships with various groups and associations, i.e., cutter associations, 4-H clubs, rodeo organizations, state athletic associations, soccer and dance groups, coordinates long term use and access contracts; Liaises with managers of similar facilities to keep up with trends and to share ideas and procedures.

Maintain OSTA's event advertising marquee on the highway; maintains and updates OSTA's website; promotes OSTA facilities using advertisements in papers, radio and internet.

Public/Customer Service: Works closely with the public attending events by answering complaints and monitoring services provided.

Maintenance/Facilities Management: Determines maintenance, construction 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.

Conducts periodic inspection of buildings and equipment to identify maintenance needs and to ensure that facilities are maintained properly for events; through Maintenance Technician(s), directs work release projects; assures proper work activity and security for release crews; manages the winterization of facilities and equipment; directs installation of various electrical, water, and related service systems and repairs; documents facility maintenance and operating procedures.

Manages ball field facility, water usage and schedules maintenance of its infrastructure; schedules maintenance and construction projects around events; performs limited security duties which include locking and opening of facilities; supervises and participates in the maintenance of plumbing fixtures, electrical, electronics, lighting, painting, and repairs to the building and equipment.

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; frequents facility after hours to collect fees, prevent vandalism and check on security during and after events.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Graduation from high school, plus two (2) years of college level training in business management;
- AND
- B. Six (6) years of progressively experience performing above or related duties;
- OR
- C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

Thorough knowledge of methods and techniques of developing and operating county arena facilities; equipment and personnel requirements in presenting public entertainments, attractions, and activities; business practices as they pertain to billing and contractual arrangements for tenants of events or public assembly facility; web site design and maintenance; public safety issues, precautions and best practices; principles of facility management; standard practices, methods, materials, tools and equipment used in minor building construction, maintenance and repair of equipment; OSHA standards and practices applicable to county facilities; principles and practices of supervision, training and performance evaluations; use of computers and software applications that include Microsoft Excel, Word and Outlook.; fiscal management and budget development; general office management and practices; business and technical writing; interpersonal communication skills; public relations. **Considerable knowledge of** principles of management, supervision and employee motivation; contract and agreement negotiating techniques and practices; basic accounting and record keeping procedures; construction codes and standards. **Working knowledge of** general facilities security methods, processes and procedures.

Skill in the art of diplomacy and cooperative problem solving; Use and care of a variety of tools associated with facility maintenance including hand and power tools, forklift, earth moving equipment, levelling equipment, electrical tools, mechanic and automotive tools, and generators; use of office equipment including video cameras, fax machines, phone systems and two-way radio equipment; multi-tasking, prioritizing and delegating duties; use of computers, programs and planning tools.

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; prepare, develop, and analyze plans, specifications and cost estimates for construction and maintenance projects and order materials and supplies; communicate effectively, verbally and in writing; establish effective working relationships with co-workers, supervisors, public safety personnel and the general public.

3. Special Qualifications:

- Must possess a valid Utah Driver's license.
- Must complete a twelve-month introductory/orientation period as a prerequisite to this position.
- Must successfully pass and maintain all requirements of criminal history background checks.
- Must successfully complete pre-employment drug screening.
- Must be available and on call to respond to facility alarm systems and emergencies. Primary on call employee for the OSTA.

4. Work Environment:

Worker in the position performs in a variety of indoor and outdoor environments including working in extreme weather conditions. 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. Potentially stressful, busy and fast-paced work with extensive public contact. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving.



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)