



## City of Moody Job Description

**JOB TITLE: Civic Center Manager**

**DEPARTMENT: Civic Center**

*Job Description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required.*

### **GENERAL SUMMARY**

This is a supervisory position with the primary responsibility of assisting the director of parks and recreation with overseeing the daily operation of the Civic Center. Duties include event coordination, event setup, marketing activities and maintenance. Supervises Civic Center staff as well as other related work as required. Full benefits are associated with this position.

### **SUPERVISION**

Under the general direction of the Parks and Recreation Director

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The duties listed below are illustrative only. They are not meant to be a complete and exhaustive listing of all duties and responsibilities of this position.

- Adhere and comply with the City of Moody Policy and Procedures Manual.
- Supervises event bookings.
- Assist in implementing policies and procedures.
- Creates advertising and marketing strategies.
- Prepares revenue reports.
- Assist with maintenance recognition and coordinates necessary repairs.
- Supervises Civic Center staff and schedules accordingly to the needs of the facility.
- Assist in the coordination and implementation of City sponsored special events.
- Assist in the implementation of youth and adult programs and camps.
- Communicates effectively with the public.
- Assist with setup, breakdown, and cleanup during and after events.
- Enforce safety and other regulations as they apply to the facility.
- Perform administrative duties as needed.
- Represent the City at various meetings.
- Perform other job related duties.
- Adhere and comply with safety rules and regulations.
- Interact with customers, on site or when requested, in a friendly and professional manner.

### **LICENSE & CERTIFICATIONS**

Possession of a valid Alabama Driver's License with driving record suitable for suitable for insurability.

Ability to obtain required certifications and licenses.

**EDUCATION & TRAINING**

High School Diploma or equivalent  
Four year degree preferred or a minimum of three (3) years marketing or management experience in a related field.  
Must have three (3) years supervisory experience interacting with the public.

**KNOWLEDGE & SKILLS**

Extensive knowledge of marketing and event planning.  
Extensive computer skills.  
Ability to explain rules and regulations of the facility in a clear manner to the general public.  
Ability to facilitate proper and efficient record keeping.  
Ability to coordinate multiple activities at the same time.  
Ability to operate data manipulation and desk top publishing.  
Ability to participate in outside associations and attend conventions and trade shows.  
Knowledge of employee scheduling and management.  
Must possess above average computer skills.  
Must have excellent organizational skills.

**PHYSICAL REQUIREMENTS/ WORK ENVIRONMENT**

Considerable time standing, sitting, walking, driving, kneeling, stooping, crouching, squatting, and twisting of upper body.  
Able to work non-standard hours and overtime as required.  
Must be physically capable to perform strenuous activities essential to discharge the duties required.

*I hereby acknowledge receipt and acceptance of the job description by signing my signature below.*

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Date