

LIST OF CURRENT JOB OPENINGS IN WEBER COUNTY CORPORATION. PLEASE
DISTRIBUTE TO PERSONS IN YOUR AGENCY CONCERNED WITH JOB RECRUITMENT
AND PLACEMENT

<u>JOB TITLE</u>	<u>SALARY</u>	<u>ISSUE</u>
GSEC DIVISION DIRECTOR	\$62,000 TO \$78,000/YR/DOQ	10-7-2016
WEBER COUNTY GOLDEN SPIKE EVENTS CENTER - FULL-TIME WITH BENEFITS		

JOB SUMMARY Under supervision of the Director of the Culture, Parks and Recreation, acts as the Division Director responsible for developing, recommending, and implementing programs for the use of the Golden Spike Event Center. Promotes the use of the Golden Spike Event Center.

MAJOR DUTIES (Any one position may not include all of the duties listed, nor do the listed examples include all duties which may be found in positions of this class.

In coordination with Culture, Parks and Recreation Department Director(s), is responsible for hiring, discharging, directing, and supervising staff. Initiates specific programs, assigns programs to staff, monitors and evaluates programs carried out by staff. Researches and prepares annual budget; monitors budget expenditures to establish cost benefit ratios; negotiates with sources to develop additional revenues.

Serves as staff to the Golden Spike Event Center Advisory Board Executive Committee and all associated committees. May represent Golden Spike Event Center to local, regional, and national tourism organizations.

Directs preparation of informational material for distribution. Determines advertising and promotional activities; directs the design and execution of media and promotional campaigns. Directs press and public relations programs.

Works with various entities on county, regional and national levels to develop use of the Golden Spike Event Center. Coordinates efforts with planning groups, private businesses, and governments to develop programs with positive long range economic impact.

Coordinates, oversees and reports on all Capital Improvement Projects and Equipment needs of the Golden Spike Event Center.

Directs the development, implementation and enforcement of recreational ordinances, policies and procedures, rules and safety regulations governing the use of equipment and personnel at the Golden Spike Event Center.

Develop and implement goals and objectives for the department and the division managers, serve as a liaison with outside constituents and other on matters relating to department policy and administration.

MINIMUM QUALIFICATIONS Bachelor's degree in Business or Public Administration or a related field preferred. OR Five years of administrative level experience on a comparable level

Extensive knowledge of the convention profession on local, state, and national levels; extensive knowledge on the practices and procedures of a convention organization; thorough knowledge of advertising, design, layout and copy writing techniques; Strong emphasis on budgeting and cost benefit

analysis. Working knowledge in managing similar facilities and booking events. Working knowledge of entertainment and/or equestrian events; Working knowledge of recreational programs and operation of recreational complexes.

Must have progressive management techniques. Skill in speaking, lobbying, and negotiating with leaders of local governments, business groups and with the public.

Ability to negotiate and lobby effectively; ability to organize, assign, and supervise work; ability to plan and develop programs to meet policy guidelines; ability to communicate effectively both verbally and in writing; ability to establish and maintain effective working relationships with local businesses, employees, and the public.

SPECIAL REQUIREMENTS Must have a valid Utah drivers license. May require some travel. May require varied work schedule. This position requires working in an office environment as well as out of doors. Requires extreme mobility in order to oversee operation and functions of facilities, etc. May require some lifting.

TOOLS AND EQUIPMENT USED Personal computer, including word processing and spreadsheet software, as well as various database programs; calculator; copy and fax machine; phone; mobile or portable radio; automobile; electronic sign boards.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works near moving mechanical parts or in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes, toxic or caustic chemicals. The noise level in the work environment is usually quiet while in the office, or moderately noisy when in the field. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

POSITION IS OPENED UNTIL FILLED

APPLICATION AVAILABLE AT AND MUST BE SUBMITTED TO:

Weber County H.R., 2380 Washington Blvd., 3rd Floor, Suite 340, Ogden, Utah 84401

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