

PERSHING COUNTY CLASS SPECIFICATION

PERSHING COUNTY COMMUNITY CENTER COORDINATOR

DEFINITION:

This position serves as the Coordinator of the Community Center. Promotes, administers and supervises the operation of the community center; administers the business affairs of the department; and performs other work as assigned. This is accomplished by performing the following duties personally or through subordinates.

This position is appointed the Pershing County Board of Commissioners and serves at the pleasure of the Pershing County Board of Commissioners.

ESSENTIAL FUNCTIONS:

Includes the following, other duties may be assigned by the Pershing County Board of Commissioners. The duties listed below are examples of the work typically performed by the employee in this class. Not all assigned duties may be listed.

1. Promotes usage of the community center; works with state and local tourism agencies to promote use of the community center; makes presentations of facilities and services offered by the community center; produces and distributes informational brochures; may write grants promoting and improving facility improvements if available.
2. Manages the use and supervises the operations of the community center; prepares and administers customer and vendor contracts; monitors quality of service provided by vendors; schedules use of facilities; oversees use of sound and lighting equipment; oversees the use and maintenance of commercial kitchen; works with the staff of the Buildings and Grounds Department to ensure proper maintenance of grounds and facilities; assures compliance with County rules and regulations.
3. Estimates budget needs for the community center; writes justifications for funding requests; monitors expenditures to assure compliance with budgets; accounts for variances between projected and actual expenditures; participates with the Advisory Board in the development and implementation of short and long term goals for the community center; maintains facility statistics on activities, attendance and revenue; recommends changes to expansion or modification of the facility.
4. Maintains an inventory of typically used materials and supplies; orders any special items; collects deposits and applicable rental fees; makes bank deposits; participates in setting up the facility for an event; assists with

breaking down and cleaning up after events; reviews an event afterwards to determine refund amounts.

5. Participates in various committees; may serve as chairperson; facilitate the meetings; prepare agendas, minutes and make regular reports to the Pershing County Board of Commissioners.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The essential duties and responsibilities are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. The individual is an “at will” employee in an exempt position.

Preferred Education and/or Experience:

1. A minimum of one year related experience and/or training. Additional relevant experience may be substituted for educational attainment on a year-for-year basis.

Knowledge, Skills and Abilities:

1. Understanding of computers including Microsoft Office™ software programs such as Word, Excel, Access and PowerPoint, ability to adapt to later versions of similar software.
2. Read, analyze, and interpret the required documents necessary for the day to day function of the Pershing County Community Center.
3. Possession of valid Nevada driver’s license at time of appointment and throughout tenure.
4. Knowledge of community center facility equipment, operations and management.
5. Knowledge of methods and practices of marketing.
6. Effective Public Relations knowledge and skills.
7. Knowledge of acceptable Budget practices and the skills to adhere to them.

Hours:

Individual must be flexible with their hours worked; some weekends and evenings are required. Some travel may be required.

Physical Demands:

Strength, stamina and dexterity to work standing and walking for long periods; walk on uneven or slippery surfaces; perform manual tasks using hand tools, coordination and dexterity to adjust and make minor repairs to equipment; strength to lift and carry supplies, tools, and equipment weighing in excess of 25 lbs.; visual acuity sufficient to see work performed in a variety of lighting conditions, including bright light, low light, and low visibility conditions; depth perception sufficient to maneuver tools; strength, dexterity, coordination and vision to use keyboard and video display terminal for prolonged periods.

FLSA Status: Non-exempt

Employee Acknowledgment: I acknowledge that I have read the above description and have received a copy for my records.

Employee Signature

Date signed