

Title: Lakeland Center Director
PG: PB3
Status: Non-Civil Service
Position Reports to: City Manager
Department: Lakeland Center

Class Code: 1020
Date: 09/08

GENERAL DESCRIPTION OF CLASS:

This is responsible work in directing and coordinating the activities of a multi-function Lakeland center and related facilities. Work involves responsibility for the management of the Lakeland Center which includes a Conference Hall, Arena and Theater facility, as well as kitchen, meeting rooms and other facilities. Work of this class involves the scheduling and most effective utilization of the facilities, the overseeing of arrangements, and the direction of subordinate operations and custodial personnel. Work is performed under the general direction of the City Manager.

ESSENTIAL FUNCTIONS:

1. Makes planned schedules for use of center by private, civic and public organizations; coordinates schedules with general programs and with community group requests; evaluates results of center activities.
2. Supervises arrangements of activities in the center; meets with using organizations; explains and provides guidance to users as to floor plans, sound systems, insurance, police and fire coverage, and other matters; reviews completion of arrangements; oversees correction of any problems during events.
3. Assumes full responsibility for the operation of the Lakeland Center.
4. Promotes use of the center through advertising.
5. Supervises the food service, concessions, catering, ticket sales and related service functions.
6. Schedules the use of the Lakeland Center by organizations, groups and/or individuals along the guidelines of the rental schedule.
7. Supervises personnel.
8. Keeps a record of attendance, center hours, requisitions and personnel; prepares periodic reports of activities of center and attendance; requisitions supplies.
9. Prepares Lakeland Center budgets, both revenue and expenditure, and maintains fiscal control of the complex.

ADDITIONAL RESPONSIBILITIES:

1. Performs related work as required.

KNOWLEDGE, SKILLS, & ABILITIES:

1. Knowledge of building operation and maintenance.
2. Knowledge of philosophy and objective of Lakeland Center operations.
3. Ability to promote, direct and supervise comprehensive center programs.
4. Ability to organize, supervise, and evaluate the effective utilization of a Lakeland Center facility of considerable diversity.
5. Ability to establish good relationships with community leaders and to use direction and discretion in disciplinary problems.
6. Ability to delegate sufficient authority to subordinates to carry out assigned responsibilities.

WORKING ENVIRONMENT/CONDITIONS:

Requires sedentary work that involves walking or standing some of the time, exerting up to 10 pounds of force on a recurring basis, and routine keyboard operations.

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The job risks exposure to traffic, no significant environmental hazards.
The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of taste, sense of smell, depth perception, and texture perception.

QUALIFICATIONS (EDUCATION, TRAINING AND EXPERIENCE):

1. Graduation from an accredited four (4) year college or university with specialization in business or public administration, or a related field.
2. Five (5) years of experience in the operation of a promotional facility.
3. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.
4. Completion of Certified Public Manager (CPM) or completion within three (3) years.

SPECIAL REQUIREMENTS:

1. Must possess and maintain a home phone.
2. Must possess and maintain a state of Florida driver's license.
3. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.