

**Title:** Assistant Lakeland Center Director  
**PG:** PB5  
**Status:** Non-Civil Service  
**Position Reports to:** The Lakeland Center Director  
**Department:** The Lakeland Center

**Class Code:** 1005  
**Date:** 09/08

**GENERAL DESCRIPTION OF CLASS:**

This is highly responsible administrative and management work assisting The Lakeland Center Director. An employee in this class assists the Director on implementing a total marketing program to attract bookings. The employee will also assist in contract negotiations and then monitor such contracts for compliance. Work involves planning, promoting, and directing the Center's activities. Work includes handling customer problems and complaints while coordinating the day-to-day operations of the Center. Work also includes assisting in the supervision of full-time, part-time and contractual staff.

**ESSENTIAL FUNCTIONS:**

1. Responsible for booking and coordination of public shows, conventions, trade shows, meetings and other events. Confers with meeting planners, association executives and promoters in soliciting bookings.
2. Oversees event requirements and coordinates all department functions to assure they are met.
3. Ensures that facilities are properly used in accordance with the safety code, administrative regulations and conditions of rental.
4. Establishes and maintains contact with booking agents, professional managers and local art groups to assure continual flow of events.
5. Assists in the planning, programming and evaluation of personnel and programs. Creates and initiates programs for professional training and staff development.
6. Assists in the development and administration of the annual budget covering the Center's operation and anticipated revenues.

**ADDITIONAL RESPONSIBILITIES:**

1. Performs related work as required.

**KNOWLEDGE, SKILLS & ABILITIES:**

1. Knowledge of the principles and methods of public facility management, including promotional publicity and presentation activities.
2. Knowledge of the business practices applicable to the management of a large scale exhibition facility, arena and theater.
3. Knowledge of facilities maintenance, liability, property and other insurance relative to a public facility.
4. Ability to analyze data and develop conclusions, write financial reports, summaries and business correspondence.
5. Ability to perform advanced mathematical functions.
6. Ability to speak publicly and communicate effectively both orally and in writing.
7. Ability to establish and maintain effective working relationships with co-workers, other City employees and the general public.

**QUALIFICATIONS (EDUCATION, TRAINING AND EXPERIENCE):**

1. Graduation from an accredited college or university with a four (4) year degree in Public Administration or Business Administration.
2. Three (3) years of progressively responsible experience in the administration and promotional management of a public assembly facility.
3. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirement may be substituted.

**Title:** Assistant Lakeland Center Director  
**PG:** PB5  
**Status:** Non-Civil Service  
**Position Reports to:** The Lakeland Center Director  
**Department:** The Lakeland Center

**Class Code:** 1005  
**Date:** 09/08

4. Completion of City University Level three (3) or completion within twelve (12) months

**SPECIAL REQUIREMENTS:**

1. Must possess and maintain a valid state of Florida driver's license.
2. Must maintain a valid home telephone number.
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.