



NACOGDOCHES COUNTY

Job Opportunity

Position: Manager

Open Until Filled

Department: Exposition & Civic Center

Starting Salary: Depending on Experience

Type: Regular, Full-Time (work schedule will vary and will include days, evenings, weekends & holidays)

General Description:

The Exposition & Civic Center Manager is under the direction of the Commissioners Court and is responsible for the overall operations and maintenance of the Nacogdoches County Exposition and Civic Center. This position manages all aspects of day-to-day facility operations including booking events, promotion and marketing, business administration, budgeting and overseeing facility maintenance. The manager attends to details to ensure each event operates smoothly and resolves any issues that arise prior to and during the course of the event. This includes the supervision and coordination of assigned staff, oversight of all procedures, and troubleshooting problems. The Exposition & Civic Center Manager is also responsible for the production of two large annual community events: The Piney Woods Fair and Nacogdoches PRCA Rodeo. In addition, this position serves on the County's emergency management team for Civic Center emergency sheltering operations.

Required Knowledge, Skills & Abilities:

- Knowledge of current industry practices and procedures in the operation and leadership of an exposition center or similar public event facility
- Knowledge of the principles and practices of public administration, budgeting and expenditure monitoring, supervision and public building management
- Knowledge of planning and executing events which involve multiple stakeholders
- Knowledge of general accounting and recordkeeping procedures
- Knowledge of safe work practices including the use of motorized equipment
- Knowledge of promotional marketing including the use of social media
- Organizational skills to set priorities, define tasks, schedule and coordinate activities and functions, develop procedures and complete assignments
- Decision making skills to exercise independent thinking, good judgment, and problem resolution
- Oral communication skills to communicate effectively with the public, the media, co-workers and representatives from other organization and to make presentations to both large and small groups
- Written communication skills to create letters, emails, marketing materials and other documents while using correct grammar, punctuation and spelling
- Reading comprehension skills to interpret policies and programs and to accurately explain them to others
- Ability to achieve established objectives with minimal guidance and supervision
- Ability to schedule, plan, organize and execute preparations for a wide variety of events
- Ability to negotiate effectively in writing and in person with various clients, community groups and vendors
- Ability to provide leadership guidance and to perform a wide range of supervisory responsibilities
- Ability to operate within the requirements and guidelines of county government
- Ability to effectively interact and maintain professional relationships with county officials, co-workers, the public, vendors, the media and representatives from other agencies
- Ability to understand the rules and regulations set forth by the PRCA for the production of the professional rodeo
- Ability to learn NIMS requirements for FEMA relocation centers
- Ability to operate a wide variety of office equipment, computer technology and audio-visual equipment
- Ability to work a varying schedule that may exceed 40 hours per week and includes days, nights, weekends, holidays and being on-call in case of an emergency

Additional Information:

- Work will be performed indoors and outdoors and may encounter all types of adverse weather conditions including extreme heat and cold
- Exposure to dust, smoke, loud noises and unpleasant odors
- Frequently works around large and small livestock animals
- Exposure to potentially dangerous tools, equipment and chemicals
- May be required to work in confined or high places and on slippery or uneven surfaces
- Frequent contact with the public, including upset or irate individuals
- Occasional travel outside the county for training and/or seminars

Physical Requirements: (representative of physical demands required to perform the essential functions of this position)

- Ability to stand, sit and walk for extended periods of time
- Ability to frequently bend, kneel, reach, pull, push, climb and crawl
- Use of fingers and hands to touch, feel and handle and arms to reach
- Requires sufficient manual dexterity required to handle and operate equipment
- Requires ability to lift supplies, tools, equipment, parts and items weighing up to 50 pounds
- Ability to walk on a variety of surfaces including pavement, concrete, dirt and gravel
- Ability to effectively communicate with others both verbally and in writing
- Requires sufficient vision to see both up close and at a distance
- Requires ability to maintain mental capacity which permits sound decision making

Qualifications:

- Experience managing an public event facility, or similar public administration or facility management experience
- Demonstrated experience in promotion, marketing and public relations
- Familiarity working around livestock and agricultural events
- Valid Texas Driver License

Instructions:

Submit a completed and signed Nacogdoches County Employment Application to the address below. Resume and professional references should be attached to the application, but are not accepted in place of the completed application.

Submit application to: Nacogdoches County
Human Resources Department
101 W. Main St., Ste. 161
Nacogdoches, TX 75961

or by fax: (936)560-7810
or by email: personnel@co.nacogdoches.tx.us