



Agricultural Center Manager (1580)

FLSA Status: Exempt

Pay Grade: 22

Safety-Sensitive: No

Purpose

The purpose of this classification is to manage and coordinate the day-to-day operations of the Agricultural Center, including supervising staff, scheduling and contracting events, and overseeing facility maintenance. The Agricultural Center includes event and rental facilities for equine and other events, a livestock barn, and a campground.

Primary Responsibility

Provides excellent service, pursues continuous improvement and exceeds expectations.

Typical Duties

Supervises regular and temporary staff: plans, coordinates, assigns and reviews work of individuals and the team; evaluates training needs and provides instruction; schedules staff vacations and approves sick leave; recommends discipline, disciplinary actions, discharge and salary increases; prepares timesheets; interviews candidates; conducts employee performance evaluations; and establishes and promotes employee morale.

Organizes, prioritizes, and assigns work: prioritizes and schedules work activities in order to meet objectives; ensures that subordinates have the proper resources needed to complete the assigned work; monitors status of work in progress and inspects completed work; consults with assigned staff to assist with complex/problem situations and provide technical expertise; provides progress and activity reports to management; and assists with the revision of procedure manuals as appropriate.

Assists Recreation Division Manager in developing and implementing long-range plans, policies and procedures: reviews, analyzes and evaluates effectiveness of Center programs, events and activities; reviews and evaluates new and emerging programs, events and activities for possible implementation; and makes recommendations for the development of new services, programs and facilities, expansion of present facilities, and projects future Center needs.

Develops and implements budget for area of assignment: recommends budget allocations for staffing, equipment, and capital outlays for Center programs and events; monitors revenues and expenditures to ensure compliance with approved budget; and collects and deposits revenues.

Promotes the Agricultural Center: builds relationships with potential clients and sponsors; recruits local, regional and statewide events, such as equestrian competitions, rodeos, cattle shows and related events; represents County's interests when identifying and recruiting events; coordinates and develops proposals; conducts site tours; prepares and provides information materials; maintains communication and works closely with a variety of local, regional or national agencies, businesses and clients; and coordinates marketing, branding and publicity plans with Marketing Coordinator.

Performs sales activities: monitors event calendar, available space and dates, pending and signed contracts, and other sales activities; maximizes revenues; verifies agreements with clients; ensures fulfillment of negotiated contracts; and provides technical expertise, advice, and direction.

Coordinates event activities: monitors event activities to ensure safety and smooth operation of event staff and facilities; monitors facility during functions; troubleshoots questions and problems during event; makes recommendations for resolutions; and responds to emergencies, accidents and injuries during events.

Plans and implements equestrian program for the community: develops equestrian programs and lessons; monitors programs, activities, staff, to ensure compliance with rules, regulations, policies, procedures and safety practices; creates class schedules; oversees program registrations, parent orientations, and risk management activities; and monitors activities during programs.

Manages concession operations: directs the selection and preparation of menus and pricing for concessions; secures contracts with vendors; evaluates and ensures product quality; and ensures the maintenance of concession areas and food service equipment.

Manages campground operations: establishes pricing, rules, and policies for campground use; oversees campsite reservations; and ensures the maintenance of campgrounds and related facilities.

Maintains Center grounds and facilities: plans and implements preventative maintenance schedule for all Center grounds and facilities; conducts inspections; identifies items needing repair, correction or adjustment; maintains list of required maintenance and repairs; and submits maintenance and repairs requests to appropriate personnel.

Maintains inventory of equipment and supplies for the Center: monitors inventory of equipment and supplies; processes requests for new and replacement equipment and supplies; evaluates equipment for purchase; assists in the development and preparation of specifications requisitions, and equipment bids; and approves orders of materials, supplies and equipment requested by subordinate staff.

Responds to inquiries and/or complaints from the general public: provides information or directs inquiries to appropriate department resources; and investigates and resolves operational and procedural problems and complaints.

Ensures compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures: ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals; and initiates any actions necessary to correct deviations or violations.

Performs other related duties as required.

Minimum Qualifications

Bachelor Degree in Business, Equine Studies, Event Management or a related field required; supplemented by two years of experience in event management, equine program and event planning or related field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Performance Aptitudes

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to function in a managerial capacity for a division or organizational unit; includes the ability to make decisions on procedural and technical levels.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA Compliance

In compliance with the Americans with Disabilities Act (ADA), the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to make changes at any time without notice.

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