

Assistant Parks Director for Exposition and Civic Facilities-non-exempt Grade 51

City of Muskogee



Updated 12/29/2023

CLASS TITLE: Assistant Parks Director for Exposition and Civic Facilities

PURPOSE OF THE CLASSIFICATION:

Responsible for the management and promotion of Hatbox Event Park, Event Center, Hangars, Dance Hall, RV Park and Muskogee Civic Center. This includes organizing special events and recreational activities for individuals and groups of all ages, coordinating schedules to maximize facility usage and enhancing revenue producing opportunities. The role also involves fostering good relations with community groups, developing comprehensive tourism plans and ensuring compliance with City policies and procedures.

ESSENTIAL TASKS:

- Coordinates and promotes all aspects of the facilities including special events, expos, trade shows and recreational activities.
- Manages and oversees the schedule of events to ensure maximum use of the facilities and avoid conflicts.
- Develops and administers annual operations and event budget including forecasting expenses and revenues.
- Supervises, trains and evaluates employees; assigns priorities and work; acts on employee problems; recruits, interviews and recommends staff selections.
- Develops and recommends policies and procedures for programs and events.
- Develops a comprehensive tourism plan to recruit events and use of the facilities for regional and nationwide events.
- Promotes programs and events to diverse populations attracting local community use and out of town guests.
- Responsible for the creation, implementation and execution of internal and external policies and procedures.
- Designs and implements marketing strategies, plans and materials including online campaigns, social media, press releases and promotional materials.
- Tracks, coordinates and assembles data to measure outcomes of marketing programs.
- Ensures compliance with City policies and procedures and contractual requirements of scheduled events.
- Performs other work as necessary and or as assigned.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position.

REPORTING RELATIONSHIPS:

The Assistant Parks Director for Exposition and Civic Facilities reports directly to the Director of Parks and Recreation.

The Assistant Parks Director for Exposition and Civic Facilities supervises all Hatbox Event Park and Civic Center staff.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in business, agri-business, parks and recreation management, marketing, tourism, hospitality, event manager or other related field and at least four (4) years of office administrative management and at least two (2) years of experience coordinating special events.

Knowledge, Abilities and Skills: Strong knowledge of the principles and techniques applied in public recreation programs including understanding the purposes of centers catering to leisure and recreational needs of community groups. Comprehensive knowledge of facilities and equipment associated with organized public recreational programs along with proficiency in first aid methods and safety precautions in recreation work. Solid understanding of good public relations practices and techniques coupled with expertise in event and services coordination. Adept at coordinating and supervising diverse activities involved in planning and executing events. Ability to organize and

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secure effective cooperation from community groups to identify special recreational needs. Proficient in meeting related lighting, sound and audiovisual criteria with a good working knowledge of these aspects. Capability to train and lead subordinates in recreation work, instruct individuals in games, play or group activities and effectively communicate verbally and in writing. Capacity to work long and occasionally irregular hours including evenings and weekends, demonstrating exceptional organizational skills. Outstanding organizational skills essential for analyzing client needs to anticipate service requirements. Knowledgeable about marketing tools and techniques with proficiency in social media marketing. Ability to understand and influence the behavior of others within the organization, customers, or the public to achieve job objectives and promote action or understanding.

Physical Requirements: The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job in compliance with the Americans with Disabilities Act (ADA) requirements. On a case by case basis, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, arm and hand steadiness and finger dexterity will be needed enough to use a keyboard and telephone. Occasional sitting and standing is required. Occasional lifting and carrying of objects weighing up to fifty (50) pounds. Occasional reaching, balancing, stooping, kneeling, crawling, twisting, handling and repetitive movements. Vision, speech and hearing sufficient to perform essential tasks. Punctuality and reasonable attendance is essential. Must submit to drug screening and fitness to work physical exam.

Licenses and Certificates: Possession of a valid Oklahoma Class D driver's license is required.

WORKING ENVIRONMENT: Work in this classification is primarily indoors in an office environment with some time spent outdoors. Will travel to other city locations as required. Requires ability to work nights, weekends, holidays and irregular hours.

Notice: This classification is a "safety sensitive" position as defined by the United States Department of Transportation drug and alcohol testing regulations, the Oklahoma Standards for Workplace Drug and Alcohol Testing Act and/or the Oklahoma Medical Marijuana laws. As a "safety sensitive" classification, the employee will be subject to drug and alcohol testing including random testing. Marijuana is one of the substances included in the drug panel screening. Possession of a medical marijuana license will not excuse the employee from the testing process or the consequences of testing positive for marijuana.

MINIMUM PAY: \$30.28/hr. Excellent employee benefits (insurance, vacation leave, sick leave, retirement, holidays).

WORK HOURS: 8:00 a.m. to 5:00 p.m., Monday through Friday. Requires ability to work nights, weekends, holidays and irregular hours.

WORK LOCATION: City of Muskogee Civic Center, 425 Boston Street, Muskogee, Oklahoma.

RESUMES MAY BE SUBMITTED BUT WE REQUIRE OUR EMPLOYMENT APPLICATION BE COMPLETED ALONG WITH THE APPLICATION. We can also fax, email or mail one to you or you can pick one up from the City of Muskogee Human Resources Department at 505 Columbus Street, Muskogee, Oklahoma. Applications can be returned to the same address or by mail: City of Muskogee, Human Resources Department, P. O. Box 1927, Muskogee, OK 74402-1927; by fax: 918-684-6223; or by email: jkennedy@muskogeeonline.org. If you should have any questions, please call the Human Resources Department at 918-684-6221 or inquire in person at the address above or fax or email (above).

DEADLINE FOR APPLICATIONS: There is no deadline for applications for this position – it will be open until filled.

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