

DIRECTOR OF CENTER OPERATIONS

Grade 12- Exempt

GENERAL:

Directs and manages the Chincoteague Center– The Town’s primary event venue. The Center Director is a full-time position that oversees and directs all center events and operations. The Director performs complex professional and administrative work related to the operation of the Center and or Town office when required, with responsibility for supervising all Center operations, events and schedules as well as contracted personnel. Work is performed under the supervision of the Town Manager.

CONDITIONS OF WORK:

This is sedentary work requiring the exertion of up to 20 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires climbing, crouching, reaching, standing, walking, data entry, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, moderate cold, noise, hazards, and atmospheric conditions.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Plan, organize and direct all center events, responsible for: maintaining center system records and files; working with and coordinating events with Chincoteague Chamber of Commerce Officials and other contracted agencies, preparing all required reports including assisting in preparation of and tracking of the Center’s annual budget; coordinating work with other Town departments and Town Manager.

- Plans, organizes, directs and coordinates the activities of the Chincoteague Center;
- Assists in preparing and administers capital and operating budgets, grants and other funding;
- Plans, schedules and manages Director’s and subordinate’s workload;
- Ensures the Center complies with State, Federal and Town standards; makes field inspections; maintains the facility interior and grounds;
- Purchases materials and supplies for the Center;
- Executes Center budget and monitors expenditures;
- Participates in the selection of private contractors for services;
- Establishes and implements operating policies and procedures;
- Provides technical and administrative support to committees;
- Prepares correspondence and reports concerning Center operations and inter-agency communications;
- Evaluates employee performance; takes disciplinary action; hires employees for Center, subject to Town Manager's approval;
- Directs Center use and activities during Town wide emergencies such as hurricanes and floods;
- Receives citizen inquiries or complaints and manages appropriately;
- Performs other related tasks as required

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the practices of event venue operations; ability to formulate and implement operational policies and procedures; ability to prepare reports; ability to supervise the work of staff; ability to establish and maintain effective working relationships with Town employees, public officials, State and Federal agencies, and the general public; Skills in the operation of standard office, computer and word processing equipment including Microsoft Excel and Word programs.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in business or related field and experience in a responsible position in the supervision of personnel.

SPECIAL REQUIREMENTS:

Possession of a driver's license valid in the Commonwealth of Virginia and reliable transportation.