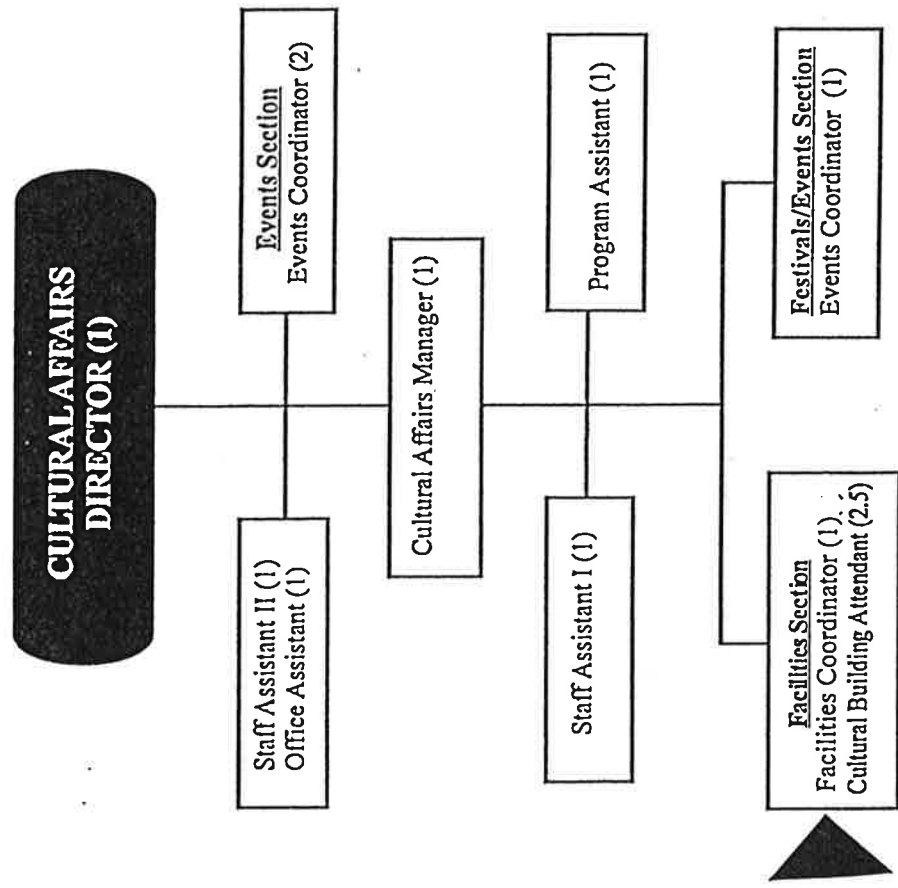


# CULTURAL AFFAIRS FY 01-02 ADOPTED ORGANIZATION CHART

Personnel Changes  
None

Proposed

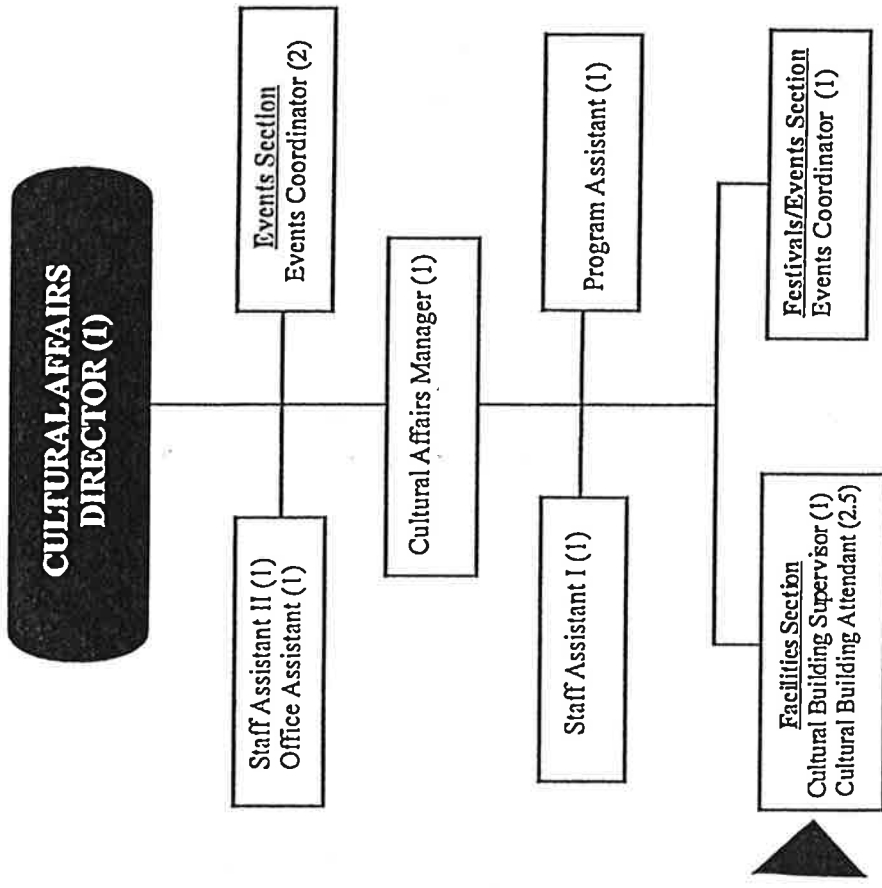


Total Employees - 12.5

# CULTURAL AFFAIRS FY 01-02 ADOPTED ORGANIZATION CHART

Personnel Changes  
None

Current



Total Employees - 12.5

## FACILITIES COORDINATOR

### NATURE OF WORK

This is work coordinating marketing and supervising maintenance of City facilities and staff.

### CLASSIFICATION STANDARDS

Positions in this classification report to a designated supervisor and work under general supervision. The work of this class is distinguished from higher classes by its lack of managerial duties and from lower classes by its emphasis on coordinating the marketing and use of City facilities and supervision of facilities maintenance.

### EXAMPLES OF WORK\*\*

#### ESSENTIAL JOB FUNCTIONS

Supervises, plans, coordinates, and inspects the work of assigned staff in facilities maintenance.

Recommends plans, policies, methods, and regulations on facilities utilization and maintenance.

Develops and markets tourism and rentals for facilities to generate revenues.

Initiates and oversees contracts for utilization of facilities and individual contracts related to a multitude of scheduled programs. Resolves customer complaints and operational problems.

Schedules events and informs prospective renters on the usage, costs, rules and regulations of the facilities.

Provides training to assigned subordinates.

Implements departmental procedures and maintains related documents in accordance with federal, state, local ordinances, and departmental rules and regulations.

Initiates and recommends selection, promotion, discharge, and other appropriate personnel actions.

Ensures fair and equitable enforcement and application of all City and departmental policies and procedures.

Assists in preparation of departmental budget.

Prepares detailed reports and records.

Attends work on a continuous and regular basis.

#### NON-ESSENTIAL JOB FUNCTIONS

Respond in emergency conditions.

May be responsible for enforcing the drug policy, based on physical location and organizational structure.

Process invoices for payment.

Receives and receipts payments for rentals.

Prepares and circulates schedule of events for facilities.

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Graduation from an accredited high school, or possession of an acceptable equivalency diploma; with college course work in Business Administration, Public Relations, Tourism or related field; and four (4) years experience in a related position, which includes at least one (1) year of supervisory experience, or an equivalent combination of training and experience which provide the required knowledge, ability, and skills.

LICENSES/CERTIFICATES

Valid Florida Driver's License required.

NOTES

None.

SELECTION FACTORS

Thorough knowledge of principles, practices, methods, materials, and equipment used in facilities maintenance and operation.

Thorough knowledge of occupational hazards and safety precautions of the assigned work.

Thorough knowledge of the materials, methods, techniques and equipment commonly used in maintenance activities.

Thorough knowledge of effective supervisory practices.

Knowledge of policies and procedures of accounting and customer billing.

Knowledge of computers and relevant software.

Knowledge of City policies, rules, and regulations as well as collective bargaining agreements.

Knowledge of the principles and practices of business and public administration.

Ability to plan, direct, and supervise the work of others.

Ability to keep records and prepare reports.

Ability to communicate effectively, both orally and in writing.

Ability to work effectively with co-workers and the general public.

Human Resources Department: \_\_\_\_\_ / \_\_\_\_\_

Date

\*\* This section of the job description is not intended to be a comprehensive list of duties and responsibilities of the position. The omission of a specific job function does not absolve an employee from being required to perform additional tasks incidental to or inherent in the job.

REVISION DATE: 12/1/94; [DRAFT: 3/27/02].

## CULTURAL BUILDING SUPERVISOR

### NATURE OF WORK

This is supervisory work in the promotion, use and maintenance of City building and staff within the Department of Cultural and Nature Operations.

### CLASSIFICATION STANDARDS

The single position in this classification reports to a designated supervisor and works under general supervision. The work of this class is distinguished from higher classes by its lack of managerial duties and from lower classes by its emphasis on building management and supervisory duties.

### EXAMPLES OF WORK\*\*

#### ESSENTIAL JOB FUNCTIONS

Supervises, schedules and inspects the work of employees engaged in general building maintenance. Performs weekly on-site building inspections.

Receives reported calls and inquiries of building problems and initiates measures to correct, including scheduling and coordinating building maintenance and repair/contract services.

Recommends selection, promotion, discharge, and other appropriate personnel actions for assigned personnel.

Interacts with and provides information to the general public and special interest groups on the use of the Thomas Center and related facilities. Prepares, processes and issues rental agreements and contracts, including refunds, problem resolution, etc.

Develops and promotes tourism programs and rentals for facilities to generate revenues. Secures and utilizes data relating to comparable facilities and tour activities.

Maintains records of work, materials used, location and effectiveness of work performed; promotes instruction in safety and improved work procedures and methods; estimates and orders material for work.

Receives, consolidates and reviews purchase and contract requisitions, prepares orders and places purchase orders; processes related financial records and reports.

Prepares budget information and updates for specific accounts during the annual budget process.

Prepares and maintains correspondence, records and reports, including records of all property and equipment.

Attends work on a continuous and regular basis.

#### NON-ESSENTIAL JOB FUNCTIONS

Coordinates staff and equipment for non-building related events.

- Staff liaison to special advisory boards.
- Receives and receipts payments for building rentals and cultural programming.
- Prepares and circulates schedule of events for cultural operations facilities.
- Oversees shipping of art exhibitions and installation equipment, provides staffing and special equipment, as needed.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Graduation from an accredited high school, or possession of an acceptable equivalency diploma; with college course work in Business Administration, Public Relations, Tourism or related field; and two years experience in a related position, which included at least one year of supervisory experience

LICENSES/CERTIFICATES

Valid Florida Driver's License required.

NOTES

None.

SELECTION FACTORS

- Considerable knowledge of maintenance work and facility management, including occupational hazards and safety precautions.
- Knowledge of the materials, methods, techniques and equipment commonly used in maintenance activities.
- Knowledge of the principles and practices of business and public administration.
- Knowledge of computers and relevant software.
- Ability to supervise unskilled workers performing maintenance tasks.
- Ability to prepare written reports, work orders and contracts for services.
- Ability to communicate effectively, both orally and in writing.
- Ability to work effectively with co-workers and the general public.

Human Resources Department: \_\_\_\_\_



12-16-94

Date

\*\* This section of the job description is not intended to be a comprehensive list of duties and responsibilities of the position. The omission of a specific job function does not absolve an employee from being required to perform additional tasks incidental to or inherent in the job.

REVISION DATE: 12/1/94