



## **City of Phoenix**

# **FACILITY COORDINATOR**

**JOB CODE 27530**

Effective Date: Rev. 03/08

### **DISTINGUISHING FEATURES OF THE CLASS:**

The fundamental reason this classification exists is to supervise and coordinate activities associated with the facilities of the Phoenix Convention Center Department or Public Transit Department. Incumbents serve as the central contact for these facilities in service contract development and administration, organization design and implementation, event services performance, maintenance, and technical performance. The Facility Coordinator interacts extensively with other Convention Center sections to coordinate event and facility operations, or serve as the main contact regarding contract development, administration, maintenance and technical performance of the Transit Centers.

### **ESSENTIAL FUNCTIONS:**

- Coordinates physical and event operations of the facilities;
- Manages the daily operation and prepares annual operating budget and revenue budget;
- Plans and forecasts facility utilization requirements, revenue estimates, staffing requirements, and equipment replacement needs;
- Works closely with managers to assure cost effectiveness and proper care of facilities;
- Assures fire and safety procedures are adhered to in assigned facilities;
- Works with accounting section to assure that accepted financial and accounting procedures are followed at assigned facilities;
- Functionally supervises activities of employees engaged in providing service, maintenance, repair, and set-up services for the facilities;
- Maintains regular and reliable attendance;
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity;
- Works more than forty hours in a workweek without additional compensation to perform assigned job duties, including weekends, evenings, early morning hours, and holidays as required.

### **Required Knowledge, Skills and Abilities:**

Knowledge of:



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- Event and physical operations of large public use facilities.
- Accounting and work order procedures.
- General equipment and staffing needs for a large public use facility.
- Basic fundamental construction activities for event facilities.
- Basic contract management skills.

### Ability to:

- Plan and forecast utilization, maintenance, and revenue trends two to four years in advance.
- Work cooperatively with employees, section heads, and the public in satisfying the needs and responsibilities of the assigned facilities.
- Communicate orally in the English language with individuals in a face-to-face, one-on-one or group setting, or by telephone.
- Work safely without presenting a direct threat to self or others.

### **Additional Requirements:**

- Performance of other essential and marginal functions as assigned.
- Some positions require the use of personal or City vehicles on City business. These individuals must be physically capable of operating the vehicles safely, possess a valid driver's license, and have an acceptable driving record. Use of a personal vehicle for City business will be prohibited if the employee is not authorized to drive a City vehicle or if the employee does not have personal insurance coverage.

### **ACCEPTABLE EXPERIENCE AND TRAINING:**

Three years of experience in event or physical operations of a theater, convention center, or other large public use facility; including two years of supervisory experience, and a bachelor's degree in business administration, public relations, communications, or a related field. Other combinations of education and experience that meet the minimum requirements may be substituted.