



City of Phoenix

DEPUTY CONVENTION CENTER DIRECTOR

JOB CODE 27600

Effective Date: Rev. 03/08

DISTINGUISHING FEATURES OF THE CLASS:

The fundamental reason this classification exists is to plan, direct, and manage a major function of the Convention Center Department. Functional areas managed include the leasing, operation, and maintenance of convention center, parking, and theatrical facilities; Sales and Marketing and Business Services. Supervision is exercised over professional staff who direct various sections in day-to-day operations. The Deputy Convention Center Director exercises considerable initiative with wide latitude for independent judgment. Responsibility further includes evaluation and development of recommendations to improve departmental administration, procedures, policies, and programs. Unusual problems and major changes in programs or policy are discussed with the Convention Center Director or Assistant Director, and work performance is evaluated on the basis of results achieved.

ESSENTIAL FUNCTIONS:

- Plans, organizes, and directs professional and paraprofessional staff and activities of a Convention Center division;
- Develops and implements programs, policies, and procedures for assigned division and serves as a team member in broad program areas;
- Oversees budget preparation, presents justification for budget requests, and monitors budget expenditures for operational efficiency;
- Plans for existing and future staffing, equipment, and materials needs;
- Performs contract administration duties, including evaluating proposals and bids, negotiating and recommending contract terms, evaluating performance, and ensuring compliance to contract agreements;
- Writes or directs the preparation of comprehensive management reports;
- Participates and leads various interdepartmental project groups, special projects, and task forces;
- Directs the development of press releases and promotional materials;
- Reviews and responds to various action and information requests from the Mayor, City Council, and City Management;
- Meets with and develops working relationships with the corporate community and partner organizations;
- Maintains regular and reliable attendance;



City of Phoenix

- 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:

- Modern management methods, long-range planning, and supervisory techniques.
- Interpersonal techniques in dealing with unique groups and sensitive circumstances.
- Public-private partnerships and fund raising techniques.

Ability to:

- Perform a broad range of supervisory responsibilities over others.
- Organize and manage an office, budget, and staff.
- Communicate orally in the English language with customers, clients, and the public by telephone or in a face-to-face one-to-one or group setting.
- Work in stressful situations in unfamiliar settings.
- Comprehend and make inferences from written material.
- Learn job related material primarily through oral instruction and observation.
- Produce written documents in the English language with clearly organized thoughts using proper sentence construction, punctuation, and grammar.
- Review or check the work products of others to ensure conformance to standards.
- Work cooperatively with business, government, education, non-profit, and civic leaders in implementing programs and services.
- Work safely without presenting a direct threat to self or others.

Additional Requirements:

- Some positions require the use of personal or City vehicles on City business. 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.
- This position will require the performance of other marginal functions.



City of Phoenix

ACCEPTABLE EXPERIENCE AND TRAINING:

Five years of experience in professional convention center management, including one year of direct supervisory experience, and a bachelor's degree in business administration, public administration, urban planning, or a related field. Other combinations of experience and education that meet the minimum requirements may be substituted.