

JOB DESCRIPTION AND SPECIFICATIONS
CITY OF HARLAN
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Job Title: Permanent Part Time Assistant of Veteran's Auditorium and C.G. Therkildsen Activity Center Hours: 20-30 per week

Reports to: Manager of Vet's & Therkildsen Center

Date: 11/1/22

FLSA Status: Non-Exempt

JOB SUMMARY

To perform under supervision a variety of skilled and technical work involved in the day to day operation and maintenance of the Vets Auditorium and CG Therkildsen Activity Center

DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be assigned.

Assist the Manager to plan and direct the overall operation of the building and related equipment.

Ensure that the facility and surrounding grounds are correctly set up for events and are maintained in a clean and operational condition in coordination with the manager.

Assist the Manager to supervise and oversee in-house concessions, catering, parking and related service functions.

Possibly attend meetings and conferences to keep current on operational policies and practices and make recommendations to the Board/Commission of each facility.

Prepare and maintain reports and records of activities and events.

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ESSENTIAL DUTIES AND RESPONSIBILITIES *cont.*

Ensure cleanliness and maintenance of the facility.

Assist with the set up and tear down as necessary for events.

Responsible for opening and closing the building.

Maintain regular and punctual attendance at work which includes some irregular, late night and week-end work, however it is primarily 8am to noon Monday – Friday.

Establish and maintain effective working relationships with fellow employees, City officials and the general public.

Responsibly serve alcohol in accordance with State and City Regulations.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

Graduation from standard High School or GED equivalent and at least one (1) year of customer service experience.

Special Requirements

None

MINIMUM PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to walk. The employee frequently is required to stand, sit, reach with hands and arms, and talk or hear. The employee is occasionally required to use hands to finger, handle, or feel; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move more than 50 pounds. There are no specific vision requirements for this position.

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Cognitive Demands

Thorough knowledge of the principals and practices of public facility management involving large scale public entertainment and attractions, and publicity and modern public relations techniques. Complete working knowledge of Iowa Liquor Laws; crowd control; building operation and maintenance practices; safety requirements for large crowd assembly and municipal recreation programs; and computer operation and applications. The ability to work independently and meet deadlines.

Language Ability and Interpersonal Communication

Requires effective communication skills and the ability to provide effective and courteous assistance to customers and employees. Requires the ability to speak and write effectively in English with fellow employees and the general public; read in English; apply common sense understanding to the work process, procedures, programs and services; ability to prepare and maintain routine records, and to provide and follow verbal and written instructions; and to remain calm under stressful situations.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; toxic or caustic chemicals; outside weather conditions; and risk of electrical shock. The noise level in the work environment is usually moderate, but can be elevated.

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ACKNOWLEDGEMENT

I have read and understand the information contained in the Job Description and Specifications. I further understand that this Job Description and Specifications is not intended and should not be construed as an exhaustive list of all the responsibilities, skills, efforts, or working conditions associated with this job. Also, while this list is intended to be an accurate reflection of the current job, the employer reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as directed by the employer. I understand that I may be required to work overtime, different shifts or hours, outside the normally defined workday or work week. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate any employment at any time and for any reason and the employer has a similar right.

Employee's Signature

Department Head

Date

Date

The City of Harlan is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act Amendments Act, the City will provide reasonable accommodations to qualified individuals with disabilities, and encourages prospective employees and job incumbents to discuss potential accommodations with the Employer.