

## **LIVESTOCK PAVILION MANAGER**

### **MAJOR FUNCTION**

This is a supervisory position responsible for maintaining, marketing, and overseeing the use of the revenue-based Southeastern Livestock Pavilion and the non-revenue-based Marion County 4-H Farm. The individual will insure facilities are maintained in a condition to meet the needs of contracting user groups.

### **ESSENTIAL FUNCTIONS**

The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the work load.

- Oversees scheduling of Southeastern Livestock Pavilion (SELP).
- Meets with prospective customers to market facility, insure event is properly scheduled and that user groups meet insurance requirements.
- Conducts problem resolution as needed, collect appropriate fees and obtain evaluation feedback from users.
- Provides supervisory oversight for workers assigned to pavilion. Assign duties according to facility use needs.
- Prepares budget request for both Livestock Pavilion and Marion County 4-H Farm. Assesses facility needs and budgets accordingly. Oversee expenditure of annual budget. Responsible to oversee revenue process.
- Prepares capital budget requests and provides proper explanation and justification.
- Works collaboratively with advisory committee. Informs committee members of facility needs, financial condition and policy issues.
- Prepares agendas for bi-annual committee meetings. Utilizes committee as a sounding board for smooth operation of the facility and to help envision marketing strategies and long-range plans for the facility.
- Suggests individuals who have potential to serve on the committee. Assists in the development of policy related to the facilities.
- Develops and implements marketing plan. Consider how the facility might actively pursue user groups.
- Provides input for improvement in current management practices. Develops a long range plans. Works to implement phases of the Master Plan for the complex.

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- Responsible for user safety, compliance with rules, laws, etc. Responsible for development and implementation of emergency procedures.
- Inspects facilities to prevent fires, vandalism and theft. Enforces County ordinances and regulations. Reports problems to law enforcement agencies.
- Prepare appropriate summary reports on fiscal condition and facility condition/use.
- Work with 4-H Farm Advisory Committee to implement the plan for the 4-H Farm
- Oversee the construction and development of farm facilities. Actively participates in the coordination and preparation of the preliminary and final design of new auditorium, new arena and barns.
- Attend meetings of the 4-H Farm Advisory Committee and offer reports as necessary.
- Responsible for maintaining condition of facilities, including show arenas, in maximum efficiency and working conditions.
- Participates in the preparation and administration of master site plan, architectural plans, contract, permitting for the S.E. Livestock Pavilion/AG Center.
- Participates in the preparation, review and approval of bid specification, addendums and change orders to ensure compliance with all change orders.

### **SECONDARY FUNCTIONS**

- Performs other duties as assigned.

### **CUSTOMER SERVICE**

This is a front-line position for providing excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, citizens and customers of the department, Advisory Committee members, and employees of other departments in the County. Service is provided in person and by phone contact.

### **SUPERVISION**

Responsible for directly and regularly supervising work of a relatively small number of employees (two or more). Includes assigning, directing, evaluating and reviewing the work of subordinate employees. Responsibilities include providing on-the-job training; evaluating job performance; recommending selection of new staff members, promotions, status changes, and discipline; and planning, scheduling and coordinating work operations.

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### **EDUCATION, EXPERIENCE, LICENSES, CERTIFICATIONS**

#### **Education and Experience.**

Bachelors Degree from four-year college or university; three years experience, including one year experience in facility management and one year experience in marketing, organizing and booking special events; or equivalent combination of education and experience.

#### **Licenses.**

Possession of a valid Florida Driver License

#### **Certification.**

Possession of current First Aid and Safety Certification and BLS CPR Certification within ninety days of assignment.

### **JOB SKILLS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the knowledge, skills, and ability required.

#### **Language Skills**

- Ability to read, analyze, and interpret common technical journals, financial reports, and legal documents.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Ability to write speeches/articles for publication that conform to prescribed style and format.
- Ability to effectively present information to top management, public groups and/or boards.

#### **Mathematical Skills**

- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

#### **Problem Solving Ability**

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

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- Develops plans, policies, specifications, programs continually.
- Functions independently as an expert in matters of specialized code, rules, policy, analyses, advanced budgetary, accounting systems, or complex scientific or technical systems.

### **Specialized Skills and Abilities**

- Thorough knowledge of the methods, materials, tools and equipment used in maintenance of livestock and equine facilities.
- Ability to operate a revenue-based facility in an effective and efficient manner.
- Considerable knowledge of the proper and safe use of machinery and power equipment utilized in facility maintenance. Knowledge of OSHA standards and requirements.
- Knowledge of equine science relative to safety, care and handling of animals, trailering and tack, show ring preparation and conditions, etc.
- Ability to market facilities, book events, handle set up for events, oversee clean up of facilities after events, and to maintain facilities and equipment.
- Ability to establish and maintain effective working relationships with other employees and members of the general public and other agencies.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

### **Machines and Equipment**

This employee will be required to operate a computer, calculator, telephone, two-way radio, fax machine, copy machine, and other general office equipment, as well as drive a vehicle, in the completion of the tasks of the position.

### **PHYSICAL DEMANDS**

While performing the duties of this job, the employee will occasionally be required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl, talk or hear, taste or smell, and lift up to 25 pounds. Special vision requirements are close, distance, color, and peripheral vision, depth perception, and ability to adjust focus.

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### WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job. While performing the duties of this job, the employee will occasionally be exposed to moving mechanical parts and fumes or airborne particles; and will regularly be exposed to outdoor weather conditions. The typical noise level for this environment is moderate.

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Pay grade: 19

E

Job Description Number: 1124

Category: 1

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