

Hatbox Field Manager Grade 41

City of Muskogee

Created 07/2019



Hatbox Field Manager – Muskogee, Oklahoma

PURPOSE OF THE CLASSIFICATION:

The Hatbox Field Manager reports directly to the Assistant Director of Parks & Recreation-Recreation Division. The Hatbox Field Manager supervises part-time, temporary, and volunteer staff scheduled to assist with event and facility operations. Responsible for Hatbox Field, Hangars, Dance Hall, RV Park and facility usage within the complex, including but not limited to, organizing of special events and recreational activities for individuals and groups of all ages, including festivals, agriculture shows, expos and trade shows, arts and crafts, music, dramatics, education and developmental programs and performs related work as required.

ESSENTIAL TASKS:

- Coordinates the operation of Hatbox Field, Hangars, Dance building, RV Park and administers a diversified event programming to meet the needs of the community.
- Management and oversight of schedule of events to ensure maximum use of the facilities and avoid conflicts with multiple users groups and traffic in and out of the facility.
- Recommends annual operations and event budget. Reviews current and past expenses and revenue. Forecasts annual expenses, revenues and trends. Assists in developing short and long-term capital improvement plans including design and cost estimates.
- Organizes, schedules, supervises and evaluates employees; assigns priorities and work; trains and instructs staff personnel; coordinates activities and acts on employee problems; recruits, interviews and recommends staff selections.
- Develops and recommends policies and procedures for programs and events including but not limited to work rules, fees/charges, hours of operation, contract services, etc.
- Evaluates programs and activities to determine if they are meeting their objectives; promotes and stimulates good relations with neighborhood and community groups and organizations locally, regionally, and statewide.
- Development of a comprehensive tourism plan to recruit events and use of the facilities for regional and nationwide events, trade shows, agriculture/livestock events, RV rallies, expos, etc.
- Promotes programs and events to diverse populations attracting local community use and out of town guests to the complex.
- Collects fees and responsible for oversight of all fiscal operations. Ensures money handling and purchasing procedures are in compliance with city policies and procedures.
- Assembles and disassembles various equipment.
- Inspects facilities, equipment and program activities for safety and cleanliness.
- Recruits and enlists volunteers and support staff for programs and community events.
- Ensures compliance with City policies and procedures.
- Supervises and participates in the daily maintenance and cleaning of an assigned center.
- Prepares work orders for special maintenance needs and supplies.
- Serves as a resource person on advisory committees.
- Acquires event sponsorships and/or donations for special events hosted by the Parks and Recreation Department.

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- Proposes and carries out long term planning in recreation and leisure activities.
- Operates office equipment such as fax machines, copiers, and phone systems, and use computers for spreadsheet, word processing, database management, and other applications; learns to operate new office technologies as they are developed and implemented.
- Cultivates and fosters partnerships with supporting organizations, reservation and scheduling of events, and contract use of the facilities and buildings within the complex.
- Markets and promotes the complex, its facilities and events to appropriate audiences utilizing mass media, social media, press releases, direct mail, flyers, newsletters, website, etc.
- Market event offerings to positively impact visitation, related revenues, and the complex's image.
- Performs other work as necessary and or as assigned.
- Must report to work on a regular and timely basis.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in Business, Agri-Business, Parks & Recreation Management, Marketing, Tourism, Hospitality, Event Management or other related field, and at least three (3) years of office administrative management experience and at least two (2) years of experience coordinating special events, or an equivalent combination of training and experience.

Knowledge, Abilities, and Skills: Good knowledge of the principles and techniques employed in a public recreation program; good knowledge of the purposes of centers established to meet the leisure time and recreational needs of community groups; good knowledge of the facilities and equipment of organized public recreational programs; and good knowledge of first aid methods and safety precautions necessary in recreation work. Ability to organize, and secure the effective cooperation of community groups to determine special recreational needs; ability to train and lead subordinates in recreation work; ability to instruct individuals in game, play, or group activities; ability to communicate effectively, both verbally and in writing; and the ability to understand and influence the behavior of others within the organization, customers or the public in order to achieve job objectives and cause action or understanding.

Physical Requirements: The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job in compliance with the American with Disabilities Act (ADA) requirements. On a case-by-case basis, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Physical requirements include frequent walking, and standing;

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frequent lifting over 50 pounds; occasional carrying of objects weighing over 50 pounds; constant reaching and handling; occasional balancing, stooping, kneeling, crawling, and climbing; vision, speech and hearing sufficient to perform essential tasks. Punctuality and reasonable attendance is essential. Must submit to drug screening and fitness to work physical exam.

Licenses and Certificates: Possession of a valid Oklahoma Class D driver's license is required. Must possess and maintain certification in First Aid, CPR and AED certification.

WORKING ENVIRONMENT: Work in this classification is primarily outdoors. Will travel to other City locations as required. Exposure to wet, hot, cold and/or humid conditions. Requires ability to work nights, weekends, holidays and irregular hours. This position will be transferred to the Muskogee Redevelopment Authority at a future date and the selected candidate for this position will be required to obtain a liquor license through the Oklahoma Alcoholic Beverage Laws Enforcement (ABLE) Commission after the employment transfer.

How to apply:

Applications can be downloaded online at <http://www.cityofmuskogee.com> and returned to the City of Muskogee Human Resources Department, by: (mail) P.O. Box 1927, Muskogee, OK 74402-1927 or (fax) 918-684-6223 or (email) jkennedy@muskogeeonline.org. If no internet access is available, application may be obtained from the HR Department, 229 W. Okmulgee, First Floor. EOE Muskogee Oklahoma 74401. Applications will be accepted until the position is filled.