

MEETING DATE: 02/11/08

AGENDA ITEM: Consideration of Approval of the Revised Classification Specification for Events Supervisor

ATTACHMENT

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1.	Revised Classification Specification for Events Supervisor	1 – 5
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EVENTS SUPERVISOR

Occupants of this classification are in the unclassified service. This exempt position is responsible for assisting in the administration and maintenance operations of Parks and Auditorium event facilities, such as the (Ivy Substation and Media Park), negotiating and arranging for the rental of the facilities, arranging bookings for entertainment engagements and special events and assuring that the facilities are properly maintained.

This position reports to the Community Development Director Veterans' Memorial Complex and Theater Manager. Responsibilities include supervision of the building and park contract maintenance workers and security guards.

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Oversees the general coordination of the room and equipment set-ups, advising and assisting with the set-ups when necessary.
2. Provides patrons detailed information regarding the availability, terms, and conditions for rental or use of the building, park and equipment. Helps to maximize revenue generated by the utilization of the building, park and equipment.
3. Supervises the maintenance of the building and park, assuring that it is maintained in a clean and safe condition and that all of its equipment is operable.
4. Provide assistance to the Veterans' Memorial Complex and Theater Manager in keeping and maintaining building statistics on activities, attendance and revenue.

6. Observes catering activities to assure compliance with building policies, health ordinances and liquor control regulations.
7. ~~Supervises security personnel when required for events to prevent or deter personal injury or property loss.~~
8. ~~Observes the functioning of building equipment and reports necessary corrections to the Veterans' Memorial Complex and Theater Manager to promote safety and prevent accidents and to promote an image of a clean, professional and effectively functioning facility.~~
9. Promotes public awareness of the Ivy Substation and Media Park.
10. ~~Recommends to the Manager objectives and policies related to the use of the Ivy Substation and Media Park as well as to revenue generation.~~ Helps develop practical and relevant short term plans to accomplish [REDACTED] objectives.

Produces Summer Sunset Music Festival [REDACTED]

14. [REDACTED] Supervises production assistants.
15. Participates in Art Committee Grant Program.
16. Prepares and monitors [REDACTED] yellow sheets, [REDACTED] invoices, bids and contracts.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

- [REDACTED]

[REDACTED]

Knowledge of:

[REDACTED]

- Building capacities and capabilities.
- ~~Prepare and/or clean up activities.~~
- ~~Operation practices.~~
- Fire and safety requirements for buildings utilized for public assembly.
- Public relation problems associated with a public facility [REDACTED] and effective methods for their solution.
- ~~Custodial methods and techniques.~~
- Standard contracts, leases, concessions and rental agreements.
- Rules and regulations relating to public health in public parks and facilities.

[REDACTED]

Skill and Ability to:

- Organize, direct, coordinate, and supervise the activities of a public [REDACTED] or private venture.
- Communicate clearly [REDACTED] both verbally and in writing.

- maintain effective working relationships with various groups and representatives of entertainment and cultural organizations

Any combination equivalent to training and experience that could likely provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be: a high school diploma Bachelor's degree from an accredited college or university in and two years of progressively responsible experience in the operation of an auditorium, theater, community center, convention and visitor bureau, private business or similar facility

- PHYSICAL REQUIREMENTS AND WORKING CONDITIONS
- Require the mobility to stand, stoop, reach and bend.
 - Require the ability to stand for long periods.
 - Require the ability to walk long distances.

- Performs work which involves the frequent lifting, pushing and/or pulling of objects which may approximate 50 pounds and may occasionally weigh up to 100 pounds.

- Is subject to office and outside environmental conditions.
- May be required to work evenings, or weekends

REGULAR MEETING OF THE
CIVIL SERVICE COMMISSION
CITY OF CULVER CITY, CALIFORNIA

July 18, 2007
7:00 P.M.

Call to Order & Roll Call

The meeting of the Civil Service Commission was called to order at 7:02 P.M.

Present: Chair Vincent Motyl
Vice Chair Sandy Stivers
Commissioner Dan Gallagher
Commissioner Michael Whitaker
Commissioner Sharon Zeitlin

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Action Items (Excerpt)

The following Action Items were discussed and voted on separately:

MOVED BY COMMISSIONER GALLAGHER, SECONDED BY COMMISSIONER ZEITLIN AND UNANIMOUSLY CARRIED, THAT THE CIVIL SERVICE COMMISSION APPROVE ACTION ITEM NUMBER A-3.

Item A-3

REVISED CLASSIFICATION SPECIFICATION: EVENTS SUPERVISOR

Sol Blumenfeld, Community Development Director, Todd Tipton, Redevelopment Administrator, and Susan Obrow, Events Supervisor, were in attendance. Mr. Blumenfeld and Mr. Tipton provided information to the Commission in support of the item.

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APPROVED August 1, 2007