

## DIRECTOR OF PROGRAM DEVELOPMENT II (COUNTY CENTER)

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the General Manager - County Center, the incumbent of this class is responsible for assisting with the overall management of the Westchester County Center including promotion, operation and maintenance of the facility. This includes responsibility over the 7 day a week, multiple shift operation of the County Center, coordinating County, contracted and vendor staffed events. Supervision is exercised over a substantial number of full time and temporary employees. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Assists in the development of goals, objectives, standards and procedures for the operation, promotion and maintenance of the County Center;

Coordinates and monitors through subordinate supervisors, all phases of the promotion, operation, and maintenance of the County Center to ensure conformance with goals and operating procedures, and alters and/or initiates procedures to improve performance;

Participates in the marketing of the County Center to foster and promote utilization by sports, entertainment and sales promoters and to foster patronage of scheduled events;

Participates in negotiations with promoters over contract terms, schedule dates, fees, anticipated patronage sales, display space required, food service and other support service requirements;

Establishes and maintains operational relationship with representatives of contracted events and production staff to ensure adequate support, contract compliance, facility utilization and to encourage repeat business for successful events;

Coordinates scheduling of conference rooms, banquet facilities, auditoriums and stages to assure adequate staffing and equipment, to avoid conflicts and to encourage repeat business;

Works with vendors in meeting conditions of labor agreements and settling disputes with stage hands union and others as necessary;

Prepares annual budget for the County Center, reviews expenditures and establishes cost control procedures for conformance with established goals and budget;

Establishes accounting controls and security procedures for cash receipts from events and concessions.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles and practices involved in facilities management including building operations and maintenance, promotions and sales marketing; good knowledge of fiscal management and budgeting; good knowledge of techniques used for the operation of an indoor arena sponsoring entertainment, sports shows, conventions/meetings, trade shows and exhibitions; ability to negotiate contractual agreements as it relates to a public assembly facility; ability to lay out auditorium floor arrangements to accommodate all types of events; ability to evaluate crowds and develop crowd control and safety procedures; ability to supervise the work of others; ability to communicate clearly and effectively both orally and in writing; initiative; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (A) a Bachelor's Degree\* in Business Administration, Park Administration, Finance, or related field and five years of management experience of a large auditorium, conference center, amusement park or other large facility used for public entertainment; or (B) satisfactory completion of 30 credits toward a Masters degree\* in Business, Park or Public Administration or related field may be substituted for each year of the experience as stated in A).

\*SPECIAL NOTE: Education beyond the secondary must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.