

## WHITE PINE COUNTY TOURISM & RECREATIONAL BOARD POSITION DESCRIPTION

Department:	Tourism & Recreational Board	Job Title:	Meeting & Convention Assistant
Reports To:	Sales & Events Manager	Grade:	
Safety Sensitive Position:	No	FLSA Status:	Non-Exempt
Prepared By:	HR Director/Tour & Rec Dir.	Prepared Date:	October 17, 2023
Approved By:	Tour & Rec Dir/ T&R Board	Approved Date:	

### **DEFINITION:**

Under immediate supervision, this full-time position prepares Convention Center for use and assists with operation during events; cleans and maintains equipment and facility; and is responsible for performing skilled and semi-skilled tasks in the care and maintenance of the facility building and grounds. This position must be able to work nights and weekends on a regular basis and may work irregular hours on occasion.

### **DISTINGUISHING CHARACTERISTICS:**

Maintain an orderly and clean facility (Bristlecone Convention Center) for activities, meetings and conventions. Communicates with Sales and Events Manager on special requirements or concerns that may impact the Bristlecone Convention Center or scheduled events.

**ESSENTIAL JOB FUNCTIONS:** The duties listed below are examples of the work typically performed by an employee in this position. An employee may not be assigned all duties listed and may be assigned duties which are not listed below:

- Answers telephone and takes messages if needed.
- Unlocks and locks facility, closes window and turns off lights, activates alarms as required, and makes security checks of facilities.
- Reports the need for maintenance or repair of facility to the appropriate supervisor; corrects or reports any fire or safety hazards and places barriers in public areas.
- Prepares convention facilities for events and activities; sets up tables, chairs and audio-visual equipment, and dismantles all equipment/supplies used at conclusion of event.
- Moves and arranges furniture and audio-visual equipment to set up rooms for meetings and special functions.
- Assists lessee during use of facility; operates lights and air conditioning during events.
- Assists with preparing snacks and beverages for those utilizing the facility.
- Distributing printed materials to lodging properties.

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## **QUALIFICATIONS:**

### **Knowledge, Skills, and Abilities**

#### *Knowledge of*

- Operating different types of kitchen and audio-visual equipment
- Basic office administration and computer skillset.
- Operating heating, air-conditioning and lighting systems.
- Techniques for dealing with the public.
- Basic Maintenance and facility up-keep.
- Use and minor maintenance of hand and power tools and equipment.
- Techniques for dealing with the public.

#### *Ability to*

- Understanding and following written and oral instructions.
- Working independently and without close supervision in standard work conditions.
- Establishing and maintaining effective working relationships with clients, the public, and staff.

### **Special Requirements:**

OSHA 10 Certification, Valid Drivers License

**Experience and Training:** The knowledge and ability listed above may be acquired through different types of education, training, and experience. An example of a typical way to acquire the qualifying knowledge and ability is listed below:

- Graduation from high school or equivalent, and a combination of training and experience that would provide the required knowledge and abilities.

**PHYSICAL & MENTAL REQUIREMENTS:** The physical and mental requirements described herein are representative of those that must be met by employees to successfully perform the essential functions of this position.

The ability to interact professionally, communicate effectively, and exchange information accurately with all internal and external customers. Ability to appropriately handle stress and interact with others, including supervisors, coworkers, employees, and the public. Maintain regular and consistent punctuality and attendance.

Occasional lifting of items weighing up to fifty (50) pounds, tables, stacks of chairs, ladders, and other material. Move from place to place within the facilities; some reaching for items above and below desk level. Standing/Sitting for long periods of time, ability to view computer screen for long periods of time.

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**WORKING CONDITIONS:**

Generally clean work environment with limited exposure to conditions such as dust, fumes, odors, or noise; periodic contact with angry or upset individuals; frequent interruptions of planned work activities by telephone calls, office visitors, and response to unplanned events.

**APPROVAL AND ACKNOWLEDGMENT OF RECEIPT**

Tourism & Recreation Director: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

\*Employee: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

\*Employee signature acknowledges understanding of the essential functions and requirements of this position.  
Employee also acknowledges receipt of this position description.

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