

## **LANE EVENTS CENTER SPORTS COORDINATOR**

### **DEFINITION**

Under supervision, to coordinate all athletic activities at the Lane County Events Center/Fairgrounds, Ice Arena and Lane County Fair; to perform a variety of specialized Lane Events Center program assistance, support duties, administrative and technical work related to the planning and oversight of Sporting Events at the Lane County Events Center/Fairgrounds, Ice Arena and Lane County Fair; and to perform other related duties as assigned.

### **CLASS CHARACTERISTICS**

Incumbents in this classification assist with the basic administrative and technical phases of administrative functions at the Lane County Events Center/Fairgrounds, Ice Arena and Lane County Fair. The primary function of this position is to perform event coordination as a support service to the Lane Events Center and Lane County Fair to include office support duties.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from assigned supervisory and management personnel.

Provides technical and functional supervision to other employees.

### **EXAMPLES OF DUTIES** - Duties may include, but are not limited to the following:

Corresponds with Lane Events Center Sports Center clients to coordinate the function and operation of the Sports Center; collects/organizes event details including space needs assessment, competitive events, equipment needs and set up, electrical specifications, security and staffing details, food and beverage selections etc; communicates with other essential departments such as events operations staff and catering; creates event diagrams/layouts.

Performs a variety of custodial duties before, during and after events as needed. Performs duties related to day to day operations of the Lane County Events Center, Ice Arena and Fairgrounds facilities. Operates light equipment and specialized equipment including but not limited to, forklifts and tractors, scissor lifts, boom trucks, lawn mowers, and landscape equipment, as well as power cleaning custodial equipment, and other hand tools.

Provides administrative support, which includes: preparing and proofing reports, notices, and correspondence; attending meetings; monitoring phones; greeting and assisting walk-in patrons/clients related to sporting events.

**EXAMPLES OF DUTIES:** (con't)

Analyzes and coordinates security and staffing plans for each sporting event including evaluating security/staffing needs inside the buildings, surrounding the premises, restroom monitors, etc.

Maintains & customizes EventPro software database for tracking all Sports Center events on the grounds from start to completion. This includes logging of daily communications with client, vendors and contractors, creating and producing event reports, revenue produced vs. revenue projections in building, equipment, staffing and catering revenue.

Confers with department officials and assists in administrative procedures specific to event functions and Fair.

Analyzes and develops office methods, reports, procedures, manuals, and forms relative to the delivery of event details to event operations staff and catering departments.

May perform financial support activities for a division or work unit including assisting with the division or work unit budget preparation and administration; may track and monitor expenditures. Projects revenue for specific events, event facilities, equipment, catering, and concessions.

Develops recommendations for improvement of procedures and coordination of division or work unit functions.

Participates in the preparation and administration of contracts.

Conducts special projects related to division or work unit administrative services upon request.

Pursues Sporting events to occupy the Lane Events Center Sports Center on a daily, weekly, monthly and/or annual basis; identifies opportunities to up-sell facility features to further benefit the Events Center/Fair.

Assists with the creation and customization of sporting events at the Lane Events Center in accordance with industry standard. Conducts market research on comparable facilities and current trends in event planning/management; continued awareness of local, regional and national events.

Determines the need for maintenance and repairs to Sports facilities and equipment.

Assists with the coordination of Fair events which includes but is not limited to: Fair parking staff, Fair ticketing, ticket booth structure needs and maintenance, assists with coordination/scheduling of Fire/EMS & other Fair security, power/equipment needs/requirements, creation of accompanying documentation centering around Fair rules, regulations, health and fire code.

Coordinates Adherence to Fire Codes as prescribed by Eugene Fire Marshal and Building Codes.

**MINIMUM QUALIFICATIONS**

Knowledge of:

Modern office procedures, methods and computer equipment, and computer practices.

Data collection techniques.

EventPro or other comparable Event Software.

Principles of crowd control and management.

Sports events planning, including: logistics preparation, seating/tabling arrangements, ticket sale procedures, manifests, ingress/egress safety requirements.

Basic understanding of building and Fair codes.

Ice resurfacing and maintenance.

Principles of sales.

Correct English usage, spelling, grammar and punctuation.

Basic financial and statistical record-keeping practices.

Relevant policies and procedures.

Knowledge of operations and functions pertaining to multipurpose facilities including but not limited to Arenas, Sports Centers and Ice Centers.

Ability to:

Coordinate the management of sporting events.

Support program administration.

Arrange for security at different sporting events.

Coordinate traffic patterns at different events.

Understand, interpret, and apply department and program rules, procedures and policies with good judgment, while carrying out a variety of technical and administrative support duties.

Analyze situation and adapt an effective course of action.

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Ability to: (con't)

Coordinate a variety of administrative and staff support functions.

Prepare and maintain a variety of records.

Operate a variety of office equipment, including calculators, copiers, and computer terminals.

Assemble data and prepare summaries, analysis, recommendations, and reports.

Provide a variety of program and policy information to the public and County staff.

Serve as a liaison and coordinate with the public and other public agencies including the Fire Marshal, City and County Officials.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Evaluate and prioritize workload.

Work independently and as a team player.

Operate relevant equipment including but not limited to ice resurfacer, forklift, and power cleaning equipment.

Experience and Training

Training:

Equivalent to the completion of the twelfth grade. College level training in sports marketing/public relations/business or event management is desired, supplemented by course work in business, personnel or public administration or a related field. Bachelors degree is preferred.

Experience:

Two years of responsible experience in the coordination of sporting events.

An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.

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Special Requirements:

If required to drive, must be in possession of a valid driver's license at time of application, and a valid Oregon Driver's license by the time of appointment.

First Aid/CPR certificate preferable at time of hire or the ability to obtain within 6 months of date of hire, and to maintain.

C054 Lane Events Center Sports Coordinator established 08/21/10 per Board Order 10-8-25-1. This is an AFSCME represented classification.

Replaces N3033 Program Specialist – Sports (a non-represented classification) established 12/10/08 per Board Order 08-12-10-7.