



JOB DESCRIPTION

Title:	CERCUT Director	Effective Date:	08/2024
Department:	Recreation	Last Revised:	08/28/2024
Reports To:	Commission	Starting Wage:	\$50,000-\$60,000
Classification:	Full-time	Post-Probation Wage:	
FSLA Status:	Exempt	Probationary Period:	6 Months
		Benefited:	Yes

Overall Responsibility:

Responsible for the operation of the CERCUT (Carbon Events and Recreation Complex of Utah), including promotion, coordination, and organization of events held at the facility. Supervise event related staffing and be able to make independent judgments in the resolution of problems. Promote new and existing programs. Directly manage personnel to include training, safety, efficiency, and effectiveness of the department. Directly manage event holders in the operations of the events. Oversee general housekeeping of fairgrounds, Event Center facilities, and other recreational facilities. Responsible to coordinate with the Fairgrounds Maintenance Director for the development and maintenance of the Event Center and fairgrounds facility to the best interest of Carbon County. All work is to be done with quality and be cost effective. With every project, there must be a plan for future expansion of the combined facilities.

Key Tasks and Responsibilities:

- Department oversight.
- Plan, schedule, coordinate, execute, and evaluate events. Participate in pre and post event planning for events and serve as manager on duty, including, but not limited to: conferences, family events, education and training seminars, rodeo, animal events, motocross, etc.
- Monitor events and promote usage of facilities by greeting potential clients, and answering their questions regarding set-up arrangements, location of key amenities, and related concerns to ensure their needs are met.
- Work with Assistant Director(s), Recreation Program Coordinator, Event Coordinator, and Fairgrounds Maintenance Supervisor in planning events and activities.
- Work with guests and coordinate with operational personnel to make needed set-ups, changes, and/or adjustments in facility as required by clients.
- Ability to perform pre-event inspections and conduct tour of facilities.
- Must be familiar with event, respective industry, and their specific needs.
- Working relationship and cooperation with related other agency in community for betterment of facility.
- Ability to respond to difficult and stressful situations in an efficient, effective, and positive manner.
- Maintain operational reports and revenue records for events.
- Negotiate event/performers contracts.
- Maintain all waiver forms, contracts, certificates of insurance, and other related documentation for events.
- Oversee and manage budget, payroll, and billings.
- Plan and maintain department budget with Commission.
- Oversee all food and beverage handling establishments held on facility in compliance with Utah State Law.
- Ensure the Recreation Department, Event Center, and Fairgrounds comply with all licensing required by the State and BLM.
- Review and approve vouchers/payment requests and verify that vouchers/payments requests have been paid.
- Approve payroll for all employees affiliated with the CERCUT.
- Approve all requests for employee time off.

- Write news releases, develop publicity, and perform public speaking for events.
- Responsible for soliciting sponsorships.
- Promote events and programs through social media, as well as radio stations, and other agencies.
- Create advertising for events and programs.
- Work to obtain grants for the department.
- Must represent Carbon County at various functions and events – local and statewide.
- Supervisor Fairgrounds work activities. Assign duties as needed. Enforce rules and regulations of facilities.
- Oversee special projects and assignments as required.
- Represent the CERCUT – Recreation Department, Event Center and Fairgrounds – while receiving outside feedback concerning programs and Fairgrounds, and provide support to patrons and event holders as needed.
- Liaison between Fairgrounds and Fair Board/Committee and take recommendations from the Board/Committee.
- Other duties as assigned.

Skills and Attributes:

- Must have highly developed people skills and be able to handle difficult people in stressful situations.
- Must have the ability to establish and maintain effective working relationships with other organizations, supervisors, other employees, and the general public.
- Must be knowledgeable of the day-to-day operations of the department.
- Must have excellent communications skills, both verbal and written.
- Must be detail oriented and a team player.
- Must have good writing skills and knowledge of public relations and advertising.
- Must be computer literate and have knowledge of word processing, database, accounting, and page design programs.
- Must have technical knowledge – PA systems, computers, projectors, and equivalent.
- Must have intimate knowledge of sports and adventure recreation programs.
- Must have basic knowledge of government budget process and at least a basic knowledge of bookkeeping.

Requirements:

- Valid Utah Driver’s License
- High school diploma or GED equivalent.
- Minimum two (2) years of experience in coordinating a variety of events and activities associated with Fairgrounds and Convention Center or other large public use facility.
- Bachelor’s Degree in Recreation Management or other related management area, or at least five (5) years of experience working in an administrative position in a recreation department.
- Must possess a Utah State Food Manager’s Certification and knowledge in Utah Beverage and Alcohol Control.
- Must be bondable.

Physical Requirements May Include:

- When talking, one must convey detailed or important instructions or ideas accurately, loudly, or quickly.
- Able to hear average or normal conversations and receive ordinary information.
- Average, ordinary visual acuity necessary.
- Ability to apply logical thinking to a wide range of practical problems.
- Able to deal with very difficult concepts and complex variables.
- Able to read financial reports and legal documents.
- Ability to prepare articles and reports.

Working Conditions May Include:

- Lifting up to 50 pounds regularly and occasional lifting up to 100 pounds.

- Work in capacity of office and outdoor environments required for events.
- Must be willing to work a flexible schedule, including evenings and weekend, and work more than 40 hours many weeks.

EEO Statement:

Carbon County is an equal opportunity employer. It is the policy of Carbon County to assure equal employment opportunity to its employees and applicants without regard to race, color, religion, national origin, disability, age, gender, sexual orientation, genetic status, or gender identity.

Disclaimer:

Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Key tasks and responsibilities, and other details contained in this job description can be subject to change at any time with growth and departmental changes.

This job description has been approved by the Human Resources Department in consultation with the Department Head/Supervisor. Signature below constitutes an understanding of the requirements, essential functions, and duties of the position.

Candidate/Employee Printed Name

Date

Candidate/Employee Signature