



Brazos County Job Description

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Class Number:	B0855	Title:	Assistant General Manager
Pay Group:	31	Department:	Exposition Center – Administration
FLSA Status:	Exempt	Reports To:	General Mgr. BC Expo/ BV Fair and Rodeo
Approved Date:		EEOC Category:	Officials and Administrators

General Summary:

Primarily responsible for managing all events at the Brazos County Exposition Complex. Also, assists in marketing events as needed for all facilities at the Exposition Complex. Assist General Manager in day-to-day operation of the Expo and Brazos Valley Fair. Become knowledgeable of budgeting and salary processes. Work toward assuming role as General Manager.

Essential Duties:

Performs event coordination functions for the Exposition Complex including serving as a primary team member in event planning, management and evaluation; Is responsible for directing the Manager for Expo Operations and the Marketing & Sales Manager as needed in primarily marketing and sales for all facilities at the Exposition Complex; Is responsible for serving as a primary contact person for assigned outside event clients including the execution of the contract through the post event evaluation meeting; Assists customers as needed on the telephone and in person with planning events to be held in all facilities at the Exposition Complex, including explaining all policies, procedures, and contract requirements; Assists the Marketing & Sales Manager in coordinating and maintaining the master schedule of all events to be held at the Exposition Complex; Works with and supervises the full-time and part-time attendants in coordinating set-up and tear-down activities for all events; Distributes Complex event information to local, public and private organizations; Assists in maintaining records of all assigned events held at the Expo Complex facilities; Assists the Marketing & Sales Manager, Clerk III and the Administrative Assistant in performing bookkeeping functions, including posting fees, and deposits to the accounts receivable ledger, and preparing various monthly, and semi-annual financial reports; Confers with General Manager concerning event scheduling requirements and procedures; Exercises discretion and independent judgment as necessary in performing professional responsibilities; Must be willing to work various hours as needed including nights, weekends, holidays, etc.;

Other Duties as assigned.

<i>Supervision</i>	
Received:	General Mgr. BC Expo
Given:	Assists in supervising event personnel including Managers, Facility Operations Assistants and Part Time Attendants including assigning and reviewing work and recommending personnel actions.

<i>Education</i>	
Required:	A Bachelor of Science degree in a related field; or any equivalent combination of education and experience that provides the required knowledge, skills, and abilities.
Preferred:	

<i>Experience</i>	
Required:	None.
Preferred:	2-3 yrs. of professional experies preferred.

<i>Certificates, Licenses, Registrations</i>	
Required:	None.
Preferred:	

<i>Physical Demands</i>	
Typical:	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hand to finger, handle, or to feel; reach with hands and arms; bend and kneel; and talk and hear. The employee frequently is required to stand and walk. The employee must frequently lift and/or move objects weighing up to 50 pounds, such portable stall panels. Specific vision abilities required for this job include close vision, distance vision, and the ability to adjust focus.

<i>Knowledge, Skills, & Abilities</i>	
Typical:	Methods and practices used in event planning, coordination and management; accounting and bookkeeping principles and practices; office management; and personnel policies and procedures. Operate a computer, including word processing and spreadsheet software; read and interpret policy, manuals, and written instructions; balance accounts and prepare financial documents; communicate effectively, orally and in writing; and work effectively and cooperatively with co-workers.
<i>Work Environment</i>	
Typical:	The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. The employee is constantly required to work closely with others as a part of a team to perform multiple tasks simultaneously, and switch from one task to another. The employee is frequently required to work under time pressures and meet deadlines.