

Williamson County Expo Center

Position: General Manager

Salary: \$2,623.90 - \$3,138.18 Biweekly

Location: Taylor, TX 76574

Job Type: Full-Time

Department: Parks

Job Number: 14.01753

Closing: Continuous

Job Summary: Reporting directly to Parks Director, responsible for managing and overseeing all functions, operations, and staff of the Expo Center of the Williamson County Parks Department.

Examples of Work Performed

- Develops work schedules for expo center full-time, part-time, special event and volunteer staff
- Completes performance reviews, makes, and recommends personnel changes within department parameters
- Supervises, reviews, and provides oversight of work performed by expo center staff
- Oversees and executes all logistic and development needs of the expo center
- Performs and conduct risk assessments of expo facilities to ensure safety measure are being followed
- Analyzes and evaluates potential department liability and collaborate with department head on process improvements
- Promotes and markets expo center to maximize utilization and attract a diverse slate of events and activities
- Provides trainings to expo center staff on new procedures, processes and changes implemented by department heads
- Operates light and heavy equipment related to expo center events
- Serves as member of Parks leadership team and provides insight and oversight on department changes
- Assists in annual budget process by collaborating with department leadership on equipment needs, capital improvement projects and other departmental cost for budget development
- Collaborates with Event Coordinator on approving contracts and rental agreements
- Develops and balances the ongoing operations and maintenance budget
- Oversees event setup, logistics and maintenance and event projects related to expo center facilities

- Coordinates, distributes, and maintains inventory of department and expo supplies
- Serves as project manager on building projects for expo facility
- Serves as department liaison with vendors, agencies, contractors, and the public regarding facility inquiries
- Attends all meeting and trainings as required
- Performs special duties as assigned

Physical Demands

- Position involves frequent sitting, standing, walking, climbing, bending, heavy lifting, and operating equipment
- Position involves safely operating a motor vehicle

Environmental Factors

- Indoor and outdoor work in all environments, including inclement weather
- Exposure to dust, heat, cold, moisture, livestock, equine, other animals and noisy conditions
- Regular travel between work sites as required

Minimum Qualifications

- Bachelor's degree in a related field and three (3) years of operations management experience including event production; OR an equivalent combination of education and experience
- Two (2) years of supervisory and personnel management experience
- Demonstrated experience in budget development and management
- Working knowledge of life safety and security processes and procedures
- Knowledge of Microsoft Office and various tracking systems

Preferred Qualifications

- Two (2) years of equestrian and livestock experience
- Prior heavy equipment operator experience

Licenses and Certifications

- Required within thirty (30) days of employment
- Valid Texas Driver's license

Employment Testing

Employment is contingent on passing any post-offer pre-employment screening as listed below:

- Criminal background check: Yes
- Motor Vehicle Record check: No
- Drug screening: No
- Physical exam: No
- Psychological exam: No
- Additional: N/A

Irregular Hours

- Work outside of regular hours (Monday-Friday) may be required
- May be deemed essential personnel in the event of an emergency

Supplemental Information: *The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.*

Tobacco Free Workplace Policy: Williamson County is a tobacco free workplace. The use of tobacco and non-tobacco products such as vapor, e-cigarettes and the use of chewing tobacco or like products is prohibited on all Williamson County premises. Employees who violate this policy are subject to appropriate disciplinary action up to and including termination of employment.

Additional Information: Williamson County is an Equal Opportunity Employer and complies with the Americans with Disabilities Act and Uniformed Services Employment and Reemployment Rights Act (USERRA). If you require an accommodation in order to apply for a position, please request assistance from the Human Resources Department.

Agency:	Williamson County	Address:	Human Resources 100 Wilco Way, Suite HR101 Georgetown, Texas, 78626
Phone:	512-943-1533	Website:	http://www.wilco.org/hr