



WILLIAMSON COUNTY
invites applications for the position of:
**Assistant EXPO Center
General Manager**

An Equal Opportunity Employer

SALARY: \$2,027.62 - \$2,181.50 Biweekly

OPENING DATE: 12/10/21

CLOSING DATE: Continuous

LOCATION: Williamson County EXPO 210 Carlos G. Parker Blvd. Taylor, TX

DEPARTMENT: Parks

JOB SUMMARY:

Reporting directly to Expo Center General Manager, responsible for assisting the General Manager in directing and overseeing all functions, operations, and staff of the Expo Center Division of the Williamson County Parks Department.

EXAMPLES OF WORK PERFORMED:

- Develops work schedules for expo center full-time, part-time, maintenance 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 maintenance technicians, volunteer staff and community workers
- Develops maintains and oversees operational routines and procedures for equipment, including organizing, storing, and arranging inventory for daily use
- Collaborates with event holders to address needs and issues related to facility use
- Serves as General Manager in absence and serves on department leadership team
- Performs and conduct risk assessments of expo facilities to ensure safety measure are being followed
- Schedules and oversees contract labor for events and activities
- Oversees the expo center facilities equipment, parts, and inventory
- Performs inventory control by distributing supplies to Park staff and maintains inventory logs
- 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
- Assists in annual budget process by collaborating with department leadership on equipment and inventory needs
- Collaborates and assists with all logistic and development needs of the expo center
- Assists with training to expo center staff on new procedures, processes and changes implemented by department heads
- Operates light and heavy equipment related to expo center events
- Attends all meetings and trainings as required
- Performs special duties as assigned

ORGANIZATION RELATIONSHIPS

- Reports directly to – Expo Center General Manager
- Direct Reports – Yes

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
- Regular travel between work sites
- Exposure to dust, heat, cold, moisture, livestock, equine, other animals and noisy conditions.

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.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in Agri-Business, Events and Hospitality, Ranch Management, or related field and one (1) year of experience in operations management including customer service and oversight of multiple projects OR an equivalent combination of education and experience
- (2) years of lead or supervisory experience
- Working knowledge of equipment operations including safety awareness practices and procedures.

LICENSES AND CERTIFICATIONS

Required within thirty (30) days of employment

- Valid Texas driver's license
- Aerial and Scissor Lift Operator license

PREFERRED QUALIFICATIONS

- Two (2) years of event production or coordination experience
- Texas Department of Agriculture Non-Political Subdivision Pesticide/Herbicide Applicator License
- Cardiopulmonary resuscitation Certification (CPR)
- First Aid/AED Certification
- Prior equestrian or livestock experience
- Prior heavy equipment operator experience

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: Yes
- Physical exam: No
- Psychological exam: No
- Additional: N/A

IRREGULAR HOURS

- Work outside of the normal office hours (Monday-Friday 8 a.m. to 5 p.m.) may be required
- May be deemed essential personnel in the event of an emergency

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.

SUPPLEMENTAL INFORMATION:

Williamson County is an Equal Opportunity Employer and complies with the Americans with Disabilities Act. If you require an accommodation in order to apply for a position, please request assistance from the Human Resources Department.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.wilco.org/hr>

Job #14.01853
ASSISTANT EXPO CENTER GENERAL MANAGER
LG

OUR OFFICE IS LOCATED AT:
Human Resources
100 Wilco Way, Suite HR101
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