

# Lavaca-Navidad River Authority

## Job Description

<b>Job Title:</b>	BRC MEC Event Coordinator
<b>Department:</b>	Recreation
<b>Reports To:</b>	Recreation Manager
<b>FLSA Status:</b>	Non-Exempt
<b>Salary Range:</b>	\$11.75 - \$19.63 per hour
<b>Prepared By:</b>	Human Resource Manager
<b>Approved By:</b>	General Manager
<b>Approved Date:</b>	January 2023

### Summary

The incumbent performs general office activities at the Brackenridge Recreation Complex (BRC) Main Event Center (MEC) and working with event producers, LNRA maintenance staff and the public.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned as needed.

Perform all aspects of customer service including facility rentals and usage, respond to inquiries and complaints and receive on site visitors.

Handle a cash drawer accurately, produce accurate daily and monthly reports, and process daily deposits.

Communicate in a clear, respectful, and professional manner the MEC policies as it pertains to facility operations, reservations and rentals.

Assist with maintaining an adequate and accurate inventory of supplies.

Collaborate on the development and recruitment of new events and assists with maintaining an event calendar that ensures events flow without conflict with existing or future events or with facility maintenance.

Assist with the marketing of events thru e-newsletters, website, and electronic displays.

Assist with the timely return of deposits, executed contracts and insurance documentation from producers.

Work in a flexible manner, adaptable and open to feedback; ability to remain focused and professional during unanticipated events.

Assist with preparing a post-event review of each event to assist with the planning for future events.

Ability to work nights and weekends as needed.

Solicits and reserves vendors for LNRA sponsored events.

Assist Management Staff as needed.

Comply with LNRA Safety Manual.

### Supervisory Responsibilities

This position does not include supervisory responsibilities.

**Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience**

High School Diploma or general education degree (GED); plus four years related administrative/business experience and/or training, or a Bachelor's degree in a Business related field; or an equivalent combination of education and experience.

**Language Skills**

Ability to communicate effectively in the English language, both orally and in written form.

**Mathematical Skills**

Basic math skills.

**Reasoning Ability**

Ability to apply common sense understanding to carry out detailed written or oral instructions. Ability to deal with problems involving standardized situations.

**Computer Skills**

To perform this job successfully, employee must be proficient or able to be trained on a computer with Microsoft Office, Campground Master, Internet Explorer and other file storage and design programs as needed.

**Certificates, Licenses, Registrations**

Valid Texas Driver License. Insurable driving record.

**Other Skills and Abilities**

Ability to comprehend and compose correspondence and memos. Ability to proofread documents with attention to spelling, grammar, and detail. Ability to transcribe handwritten draft documents. Ability to develop and maintain public relations skills. Ability to comprehend and compose correspondence and memos. Ability to self-motivate. Must be able to work under strict deadlines and high-pressure situations. Ability to multi-task. Must have excellent organizational skills and an attention to details. Ability to work as a member of a team to accomplish tasks. Must have Excellent organizational, administrative and time management skills; ability to prioritize and carry out multiple responsibilities with minimal supervision.

**Other Qualifications**

Occasional travel may be required. May be asked to work hours outside of regular business schedule including nights, weekends and holidays.

**Physical Demands**

While performing the duties of this Job, the employee is regularly required to talk or hear. The employee is frequently required to sit; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand; walk and stoop, kneel, crouch, or crawl. This position may require typing tasks that take in excess of 5 hours, utilizing a computer. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. The employees must be capable of opening and closing wire and metal gates and must be able to stoop to the ground to accomplish filing and stocking of office supplies. Employee must be capable of climbing a minimum of one flight of stairs on an intermittent basis to retrieve supplies.

**Work Environment**

The noise level in the work environment is usually moderate.

**Tools and Equipment Used**

While performing the duties of this job, the employee is frequently required to operate the following equipment: Automobile, computer, calculator, fax machine, copy machine, telephone, UTV, and two-way radio.