



Job Description
Prepared/Revised Date: August 2017

Job Title:	Conference Center Operator	Job Code:	1053
Job Family:	Business Services: Operations	FLSA Status:	Non-Exempt
Pay Program:	Classified	Shift Differential:	G16
Typical Work Year:	12 months	Pay Range:	G16

SUMMARY: Assist with the operation of the Conference Center providing a high quality meeting and learning environment for the district and community. Responsible for audio-visual equipment and functionality, set-up and tear-down of events and routine custodial functions in the Training Center.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *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.*

Job Tasks Descriptions	Frequency	% of Time
1. Set-up / tear-down for events: Prepare, manage and maintain the District’s Conference Center which includes set-up and tear-down of Training Center events including tables and chairs; inspect and verify the good working condition and safety of equipment; ensure the equipment inventory is adequate to fulfill facility demands; recommend replacement equipment as needed; perform minor maintenance and preventative maintenance as needed.	Daily	30%
2. Audio-visual: Assist staff and other conference center guests utilizing the facility with audio-visual operations; perform set-up and tear-down of audio-visual systems; ensure audio-visual functionality for each event; assist and train end users to navigate the system; troubleshoot and repair system problems as needed; run daily report for audio-visual equipment to be checked out; coordinate and manage audio-visual equipment available for check-out.	Daily	30%
3. Customer service: Communicate clearly and professionally; check-in with each training center event to ensure room set-up, audio-visual and other event needs have been met; ensure and provide quality service and support in troubleshooting and resolving issues and problems; respond to and resolve customer complaints; work with on-site and outside caterers.	Daily	20%
4. Custodial: Perform routine cleaning duties in the Training Center including trash removal, cleaning and sanitizing restrooms, vacuuming and carpet cleaning; perform summer maintenance and cleaning of the Training Center.	Daily	15%
5. Perform other job related duties as assigned.	Ongoing	5%
TOTAL		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High School Diploma or equivalent.
- Prefer one (1) year of experience in audio-visual systems, customer service, custodial and/or event management.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Ability to successfully complete a pre-hire, post-offer physical examination.
- BOCES (safety) and AHERA (asbestos) training required within 6 months after entering position.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Ability to promote and follow Board of Education policies, District Policies, building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Ability to keep up-to-date technically and apply new knowledge to your job. Includes adapting to and mastering new system applications and processes as implemented by the district or department.
- Ability to set-up and tear-down heavy tables, ability to stack chairs.
- English language skills.

- Interpersonal relations skills.
- Critical thinking and problem solving skills.
- Knowledge of audio-visual systems highly preferred at hire.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to diffuse and manage volatile and stressful situations.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers (PCs and Macs) and peripherals.
- Operating knowledge of district information technology systems and any other department specific software and equipment required within 2 months after entering position.
- Operating knowledge of and experience with typical office equipment, such as telephone, copier, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Facility Use Manager	100518

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	This position has no direct supervisory responsibilities.		

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Maintain inventory: furniture and audio-visual equipment.
- Responsible for appropriate and efficient use of equipment.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below 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.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit		X		
Use hands to finger, handle or feel			X	
Reach with hands and arms			X	
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk			X	
Hear			X	
Taste	X			
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds			X	
Up to 50 pounds			X	
Up to 100 pounds		X		
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare		X		
Analyze			X	
Communicate			X	
Copy		X		
Coordinate		X		
Instruct			X	
Compute		X		

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Synthesize		X		
Evaluate			X	
Interpersonal Skills			X	
Compile		X		
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	X
Moderate	X
Loud	X
Very Loud	