

Minimum Qualification Specifications
for the Classes:

ASSISTANT STADIUM BOX OFFICE MANAGER
STADIUM BOX OFFICE MANAGER

Experience Requirements

Applicants must have had progressively responsible experience of the kind and quality described in the following paragraphs, and in the amounts shown in the table below or any equivalent combination of training and experience:

Class Title	Gen Exper (yrs)	Spclzd Exper (yrs)	Supvry Exper (yrs)	Total Exper (yrs)
Assistant Stadium Box Office Manager	3	1	*	4
Stadium Box Office Manager	3	2	1	6

General Experience: Progressively responsible office work experience which involved several of the following activities: 1) office services management and control of staff; 2) maintenance of financial records and related personnel and payroll records; 3) budget preparation and maintenance; 4) ticket management; 5) operational reporting; and 6) records and files control and disposal. Such experience must have provided a variety of the knowledge, skills and abilities required to perform administrative housekeeping and box office service functions. These include knowledge of office practices and procedures, basic purchasing procedures and practices, fiscal record keeping and reporting involving cash accounting and control. The work must also have demonstrated the ability to maintain accounts records, interpret and apply rules and regulations, and maintain effective working relationships with others.

Specialized Experience: Responsible work experience in one (1) or a combination of: 1) cashiering including managing change funds, assigning cashiers to work stations, accounting for receivables from associated or subsidiary sales units; maintaining and balancing sales and cash receipts records; 2) ticket management for events presentations; 3) preparing and analyzing financial reports; 4) conducting internal audits; and 5) reviewing and revising record keeping procedures. Such experience must have demonstrated the ability to plan and organize fiscal activities and operate adding and calculating machines.

Supervisory Experience: Supervisory work experience which included: 1) planning organizing scheduling, and directing the work of others; 2) assigning and

reviewing their work; 3) advising them on difficult work problems; 4) training and developing subordinates; and 5) evaluating their work performance.

Supervisory Aptitude: *For the Assistant Stadium Box Office Manager, applicants must possess supervisory aptitude. Supervisory aptitude is the demonstration of aptitude or potential for the performance of supervisory duties through successful completion of regular or special assignments which involve some supervisory responsibilities or aspects of supervision, e.g., by serving as a group or team leader; or in similar work in which opportunities for demonstrating supervisory capabilities exist; or by the completion of training courses in supervision accompanied by application of supervisory skills in work assignments; and/or by favorable appraisals by a supervisor indicating the possession of supervisory potential.

Substitutions Allowed

Substitution of Education for Experience:

1. Successful completion of an accounting curriculum above the high school level at an accredited business school or college may be substituted for one (1) year of the Specialized Experience.
2. Successful completion, at an accredited community college, business school above the high school level, college or university, specializing in office management, finance, business or a closely-related major may be substituted for the required General Experience on the basis of fifteen (15) semester credits or its equivalent in quarter (1/4) credits for each one-half (1/2) year. In order to receive credit under this substitution, applicants must have completed a minimum of six (6) semester credits within each group of fifteen (15) semester credits in specialized courses which provided knowledge of office management, financial management, forms management, purchasing procedures and practices, inventory management, records and files management, budgetary practices together with other general courses related to business administration or office management activities such as English, business math, computer science, human relations, report writing, etc.

Quality of Experience

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

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Tests

Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements

Applicants must be able to perform the essential functions of the position effectively and safely, with or without reasonable accommodation.

This is an amendment to the minimum qualification specifications for the classes ASSISTANT STADIUM BOX OFFICE MANAGER and STADIUM BOX OFFICE MANAGER approved on December 27, 1979.

Date Approved: 7/12/16

James K. Nishimoto
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