

Minimum Qualification Specifications
for the Classes:

ASSISTANT STADIUM AUTHORITY EVENTS MANAGER
(ASST STADIUM AUTH EVENTS MGR)

STADIUM AUTHORITY EVENTS MANAGER
(STADIUM AUTHORITY EVENTS MGR)

ASSISTANT STADIUM AUTHORITY EVENTS MANAGER 2.023
(ASST STADIUM AUTH EVENTS MGR)

Prerequisite Knowledge and Abilities Required

Knowledge of: Events management planning and coordination requirements (e.g., stage/field set up; accommodations; crowd movement and control, safety and security, traffic flow and parking and control measures and practices; media and public relations); laws and ordinances pertinent to events presentations; research and report writing methods and techniques; and principles and practices of supervision.

Ability to: Serve as a full assistant to the Stadium Authority Events Manager; assist in planning, organizing, coordinating and directing stadium events management activities; learn and apply applicable federal, State and county laws and ordinances and Stadium Authority rules, regulations and policies; deal effectively with stadium users, patrons, and the media; prepare reports and correspondence; assess and respond appropriately to emergency/problem situations; and assist in scheduling, training and counseling employees.

STADIUM AUTHORITY EVENTS MANAGER 2.026
(STADIUM AUTHORITY EVENTS MGR)

Prerequisite Knowledge and Abilities Required

In addition to the knowledge and abilities required at the lower level:

Knowledge of: Planning and coordination requirements for large scale organized events, including spectator sports events.

Ability to: Plan, organize, direct, and manage stadium events management activities and coordinate such services with users, media and other stadium services units in preparation for and in support of the staging of large-scale spectator stadium events; direct the work of others; deal effectively with others such as promoters, concessionaires, media personnel, patrons and other individuals and groups; develop budget requirements; formulate and recommend policies, rules and regulations; prepare reports and correspondence; and communicate effectively orally and in writing for the purpose of assessing needs and requirements, resolving problems, increasing stadium complex utilization and maintaining effective working relationships.

Basic Education/Experience Requirements

Graduation from an accredited four (4) year college or university with a bachelor's degree.

Excess work experience as described under the Specialized Experience, below, or any other responsible administrative, professional or analytical work experience that provided knowledge, skills and abilities comparable to those acquired in four (4) years of successful study while completing a college or university curriculum leading to a baccalaureate degree may be substituted on a year-for-year basis. To be acceptable, the experience must have been of such scope, level and quality as to assure the possession of comparable knowledge, skills and abilities.

The education or experience background must also demonstrate the ability to write clear and comprehensive reports and other documents; read and interpret complex written material; and solve complex problems logically and systematically.

Experience Requirements

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

Class Title	General Experience (Years)	Specialized Experience (Years)	Supervisory Experience (Years)	Total Experience (Years)
Asst Stadium Authority Events Mgr	1-1/2	1	1	3-1/2
Stadium Authority Events Mgr	1-1/2	2*	2	5-1/2

General Experience: Progressively responsible professional work experience which involved gathering, evaluating and analyzing facts and other pertinent information required to resolve problems and/or to determine and recommend appropriate courses of action. Such experience must have demonstrated the ability to elicit information orally and in writing, apply problem solving methods and techniques, identify alternatives, use judgment in determining appropriate alternatives, and prepare clear and concise written reports and recommendations for action.

Specialized Experience: Progressively responsible administrative or professional events management work experience which involved planning and coordinating operational/auxiliary activities (e.g., stage/field set up; accommodations; crowd movement and control, safety and security, traffic flow and parking and control measures and practices; media and public relations) of a public or private facility involving public gatherings; providing advice and assistance to users in obtaining optimal/allowable accommodations; and maintaining good relationships with customers, vendors and others (e.g., media and contract personnel).

*For the class Stadium Authority Events Manager, at least one (1) year of the Specialized Experience must have involved spectator sports events management.

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.

Substitutions Allowed

1. A master's degree from an accredited college or university may be substituted for one (1) year of General Experience.
2. Excess Specialized Experience may be substituted for the General Experience on a month-for-month basis.

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.

Selective Certification

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests

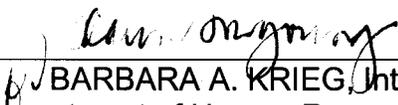
Applicants may be required to qualify on an appropriate examination.

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 AUTHORITY EVENTS MANAGER, and STADIUM AUTHORITY EVENTS MANAGER, which were approved on April 18, 1996.

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