

BENTON COUNTY POSITION DESCRIPTION

CLASSIFICATION	BAND	GRADE	SUBGRADE	FLSA STATUS
Supervisor 1	B	3 - Supervisor	1	Exempt
POSITION TITLE:	Administrative Supervisor	POSITION#:		
<input checked="" type="checkbox"/> New <input type="checkbox"/> Revised (Check one)	Date:	11/19/20		
SERVICE TYPE:	NON-REP MANAGEMENT			
Employee Name:	Vacant	Department:	Natural Areas, Parks & Events	Supervisor: Director of Natural Areas, Parks and Events
FTE:	1.0	Employment Status:	Regular Full Time	

Position Summary:

This position assists in the management of the Natural Areas, Parks and Events Department. Provides a full range of administrative support functions including oversight of facility rentals, Special Use Permits, RV park and cemetery operations, while delivering quality customer service. Position is responsible for the supervision of the office staff. Develops and recommends policies designed to maximize efficiency and improve service delivery. During Fair, oversees Benton County Fair & Rodeo office logistics and supervises fair interns.

Essential Duties:

No.	Major Functional Area (MFA)	% of Time
1	MFA: Office Management Essential Duties: <ul style="list-style-type: none"> • Supervise and oversee the office support staff. Includes prioritizing and assigning work; conducting performance evaluations; coaching; staff training; performance evaluations and goal setting; ensuring that employees follow policies and procedures; and making or effectively contributing to hiring, termination, and disciplinary decisions. • Manage facility rental logistics including use agreements, set-up and tear down for events, security, and researching/recommending service fees. • Oversee day-to-day operations of the Benton Oaks RV Park and Salmonberry Campground. Coordinate with camp hosts to ensure positive camper experience. • Coordinate with maintenance staff regarding use of buildings and grounds. • Oversee facility rental and RV reservation software systems and ensure accurate and timely data entry. Evaluate processes and recommend upgrades and improvements. • Oversee departmental records and files in accordance with departmental and statutory compliance. Prepare and provide reports and information as requested by the Director. • Process accounts payable and receivable. • Assist in annual budget development. Monitor office budget expenditures. • Support Director and Deputy Director in marketing event rentals, RV park reservations, RV storage, cemetery sales, and other revenue generating functions. • Maintain department websites and coordinate with Social Media Coordinator to promote events and services. Produce monthly e-newsletter and other promotional materials. • Support implementation of department goals, objectives, and priorities. 	60%

	<ul style="list-style-type: none"> • Ensure compliance with county, state and federal regulations. 	
2	MFA: Customer Relationship Essential Duties: <ul style="list-style-type: none"> • Develop and recommend policies designed to maximize efficiency and improve service delivery. • Manage and respond to various customer inquiries, suggestions or complaints including, policy/procedure exceptions. • Oversee customer service function and train/coach staff. 	20%
3	MFA: County Fair Essential Duties: <ul style="list-style-type: none"> • Oversee office logistics for the Benton County Fair & Rodeo. • Supervise and schedule interns during planning and presentation of the county fair. • Support Director in marketing the county fair to promote sales and increase attendance. • Coordinate with Sponsorship Specialist to generate sponsorship revenues. • Manage fair entertainers, coordinate schedules, and ensure contract requirements are fulfilled. • Manage exhibitors and food concessionaires, including application of fees and completing contracts. 	20%
	Other duties as assigned.	
Percentages should total 100%		100%

Special Requirements

Valid driver's license
Associate's degree or two-year technical certificate from an accredited college or university in a field related to area of assignment; and 3-5 years of related experience. At least 1-2 year of supervisory or lead work experience.

Physical Requirements: (see Human Resources for assistance):

Physical requirements in the classification typically require: standing, walking on even or uneven surfaces. Ability to walk up and down stairs, squatting, carrying items such as boxes, reaching, talking, hearing, seeing.
Ability to enter and exit a vehicle, driving a vehicle.
Sedentary work typically requires repetitive motion using a keyboard, reaching and sitting.
Sitting and working on computer for extensive lengths of times. May be required to stand for long periods of time.
Some lifting under 10 pounds.

NOTE: The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Employee: _____ Date: _____

Immediate Supervisor: _____ Date: _____