



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 963.1

Job Title: **ACCOUNT EXECUTIVE**

Pay Grade: 19

GENERAL SUMMARY:

Promotes and sells the City of Houston, Convention Center, facilities or Parks to potential clients for conventions, meetings, seminars, banquets, recreational programs and public events in a local capacity.

RESPONSIBILITIES:

- Promotes and sells City facilities and parks to encourage new and repeat local event bookings by generating sales and sponsorship leads and responding to leads provided by the GHCVB and other sources by sending proposals and marketing materials.
- Attends sales FAM (familiarization) trips and conducts site visits, tours, taste testings, planning meetings and other activities as requested to pursue and evaluate sales and/or sponsorship leads.
- Coordinates needs of lessees for their event, including event requirements, set-ups and adherence to City Ordinances, life safety codes and departmental policies.
- Relays all information regarding event and coordinates logistics in advance with facility staff, engineering, building maintenance, first aid, audio visual, security, food service, decorators, electricians, communications, parking and local vendors.
- Completes all pre-event information, such as event memos, flow sheets, pre-inspection reports, order forms, checklists, and any other necessary paperwork.
- Maintains information such as current and potential sponsorship and/or sales profiles on a database, i.e. ConCentRics, Microsoft Access or other similar type database software.
- Oversees all aspects of event management to ensure smooth operation of the event, including implementing all emergency procedures.
- Completes post-event reports and settlements, analysis, and event histories as needed.
- May write and develop sponsorship and/or sales packages.
- May participate in related industry meetings and local community events; visit future events in other cities and/or facilities to generate new business and/or research upcoming events.
- May reserve dates, prepare contracts, attachments and amendments for all clients and follow through until completion.
- May handle receipts of all payments and insurance compliance before event. May process and attain required permits and collect permit fees.
- May perform other duties as assigned.

SPECIFICATIONS:

KNOWLEDGE:

Requires a Bachelor's degree in Business Administration, Liberal Arts, Social Sciences, or a closely related field. Requires a valid Texas Driver's License and compliance with the City of Houston's policy on driving.

EXPERIENCE:

Two years of professional experience in the marketing or hospitality industry are required.

Pertinent professional experience in the marketing or hospitality industry may be substituted for the above education requirement on a year-for-year basis.

COMPLEXITY:

Work consists of standard procedures and tasks where analytic ability is required in following guidelines, policies and precedents.

IMPACT OF ACTIONS:

Errors in work cause some expense and inconvenience. Work is typically performed under moderate to limited supervision with standard operating procedures. The incumbent functions under general review and at times autonomously, with the supervisor available to answer more difficult questions.

SUPERVISION EXERCISED:

Direct Supervision:

No direct report employees.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with the clerical and technical staffs and occasionally with professionals and supervisors. Interaction requires moderate tact and cooperation; e.g., scheduling and/or coordinating two personal calendars, resolving problems and/or obtaining necessary information.

External Contacts:

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction involves some explanation and persuasion leading to resolution of moderately complex issues; e.g., project coordination and higher level problem resolution.

PHYSICAL EFFORT:

The position requires stooping, bending and/or lifting of items of up to 30 pounds with occasional periods of walking on rough surfaces.

WORK ENVIRONMENT:

There are no major sources of discomfort, i.e., essentially normal indoor environment with acceptable lighting, temperature and air conditions.

PHYSICAL SKILL:

Requires the ability to make simple gross motor responses within large tolerances.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above description.

JOB FAMILY:

Account Executive
Senior Account Executive