CITY OF HOUSTON

Job Posting

Applications accepted from:	**ALL PERSONS INTERESTED**
Job Classification	**C&E FACILITIES MANAGER**
Posting Number	**PN# 103054**
Department	**Convention & Entertainment Facilities**
Division	**Sales & Marketing**
Reporting Location	**George R. Brown Convention Center**
Workdays & Hours	*** M – F, 8 a.m. – 5 p.m., Nights & Weekends as necessary***

***Subject to change**

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

This position reports to the Deputy Director and will be responsible for booking the Convention Center. Develops, manages and maintains new and existing business held at the George R. Brown Convention Center. Manages client relations as it relates to dates, space and rent. Develops and reviews proposals for conventions and trade shows. Works closely with marketing manager to coordinate marketing activities. Represents the Deputy Director at convention industry meetings. Responsible for assisting and providing support to fellow sales and marketing office associates in processing day-to-day paperwork for Lessee Contracts, correspondence, etc. May perform special projects as assigned.

WORKING CONDITIONS

This position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of papers or books (up to 20 pounds or an equivalent weight) may be required.

MINIMUM EDUCATIONAL REQUIREMENTS

Requires a Bachelor's degree in Business Administration, Hotel/Restaurant Management, Liberal Arts, Social Sciences or a closely related field.

MINIMUM EXPERIENCE REQUIREMENTS

Eight years of professional experience in convention/entertainment operations or related activities are required.
Directly related professional experience may be substituted for the above education requirement on a year-for-year basis.

MINIMUM LICENSE REQUIREMENTS

Requires a valid Texas driver's license and compliance with the City of Houston's policy on driving.

PREFERENCES

Prefer applicant with Convention Center and or Bureau Sales and good oral and written communication skills.

SELECTION/SKILLS TESTS REQUIRED

None

SAFETY IMPACT POSITION X Yes _ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 29
$1,541 - $3,392 Biweekly $40,066- $88,192 Annually

OPENING DATE February 16, 2005

CLOSING DATE Open Until Filled

APPLICATION PROCEDURES

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1st Level. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.** Our Telephone Device for the Deaf (T.D.D.) Phone Number is (713) 837-9496.

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