

City of Santa Fe, New Mexico

P.O. Box 909, 200 Lincoln Ave
(505) 955-6597 Fax (505) 955-6810

www.santafenm.gov



POSITION TITLE Convention Services Supervisor (900)
DEPARTMENT Tourism
PERIOD TO APPLY: 3/16/2018-4/16/2018
SUPERVISOR: Department Director

SALARY RANGE: \$17,715-32,206 (L)
FLSA/UNION STATUS: Exempt/Nonunion
POSITION STATUS: Exempt/Full-Time
LOCATION: CVB

GENERAL PURPOSE

To market and oversee sales of Sweeney Center to local businesses and individuals and to coordinate and direct all planning activities leading up to actual events. To direct and supervise the daily activities of both an Administrative Secretary and a Convention Specialist/Custodian.

SUPERVISION RECEIVED

Works under the general guidance and direction of Department or Division head.

SUPERVISION EXERCISED

May supervise Convention Services Staff.

ESSENTIAL FUNCTIONS (A position may not include all of the duties listed, nor do the listed examples include all duties, which may be found in a position of this class.)

Aggressively markets Sweeney Center to local businesses and individuals. Creates sales leads and follows-up with potential clients to secure bookings for the Center.

Within a limited budget, develops creative plans for advertising and marketing the facility to targeted groups.

Ensures that all procedures are followed in booking space, preparing worksheets on proposed costs, completing Facility Use Agreements, invoicing clients, working with various providers and other city entities involved with a particular event and insuring that the client complies timely with Center requirements.

Ensures that the Operations Section is well informed of initial set-up requirements and that changes of any nature are communicated regularly and timely.

Prepares a monthly forecast of revenue and can generate other reports and charts related to Center usage and results of marketing efforts. Prepares correspondence related to events being held and Sweeney Center.

Ensures that all files, records, and contractual items are complied with as per Federal, State, and City Codes as well as internal procedures of the Center.

Ensures that all booking files are organized according to set standards.

Ability to professionally conduct 'pre and post conferences' with the Client, identified Providers, Sweeney and other City Staff.

Establishes good working relationships with CVB staff regarding their sales and marketing efforts to book space at the Center.

Provides accurate information to potential clients interested in booking Sweeney Center for functions.

And other duties as may be required.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE:

Associate's Degree in Marketing / Business or a related field

AND

Three years in marketing / sales of a facility or other related tourism service. Three years of supervisory experience required.

OR

An equivalent combination of education and experience.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of the Hospitality industry and conference center operations.

Must have excellent interpersonal and customer service skills as well as highly developed written and oral communication skills.

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Ability to use computers and various software is also required.

SPECIAL QUALIFICATIONS:

None

WORK ENVIRONMENT:

Work is performed in an office setting and off site locations. Irregular and extended work hours, including some weekends, may be required. Exposure to VDT's, CRT's, and UV rays.

ADA/EEO Compliance

The City of Santa Fe is an Equal Opportunity Employer. In compliance with the American's with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

VETERAN'S HIRING INITIATIVE

Pursuant to City of Santa Fe Resolution No. 2013-079, the City of Santa Fe Human Resources Department (HRD) has implemented a Veterans' Hiring Initiative policy in order to provide opportunities for veterans who meet or exceed the minimum qualifications for city employment to obtain City employment. The Governing Body does not guarantee that a veteran shall be hired for the position being applied for, only that the veteran will be given an interview; and, it does not intend to supersede or modify any collective bargaining agreement that is currently in place with the City of Santa Fe.

Job applicants who are veterans who have an honorable discharge from the military or are members of the National Guard or Reserve who have successfully completed basic training, must use the Veteran Certification Form to identify themselves and then must attach a copy of their DD214 or DD215 and/or their proof of current Active, Guard or Reserve enlistment in order to certify their status.