

SPOKANE PUBLIC FACILITIES DISTRICT CHIEF EXECUTIVE OFFICER

NATURE OF WORK

Performs responsible administrative management and direction of the Spokane Public Facilities District's sports, entertainment, performing arts and convention facilities. The CEO has regular contact with the Board, organizes the work of Board Committees, and reports to the Board's Chair and the Executive Committee. The CEO is the primary contact with other public agencies and the Spokane business community representing the District and working to advance Board initiatives. Completely responsible for the District Team of employees and all contract services. Focus areas are People, Politics, Projects and Problem solving.

SUPERVISION

Employee plans and arranges own work schedule and assumes full responsibility for actions taken. Supervises the work of General Managers, Finance staff, Human Resources, Department Heads and Executive Assistant.

EXAMPLES OF WORK

Works with District Board and the Board committees to facilitate activities, initiatives and decisions of the Board and provides regular updates.

Supervises the preparation of the annual budget, provides monthly reports to the Board on budget performance, updates on tax revenues, forecasts, and a year-end report.

Leads and provides oversight of all major project initiatives.

Tracks the ebb and flow of local, regional, state-wide and federal elected officials and engages on political issues relevant to the District and approved by the Board. Supervises and is the primary contact for the District's political representative and keeps the Board apprised of political issues. Active in the AWSPFD and provides organizational support.

Provides leadership and vision for the facilities based on current market trends and conditions. Works closely with members of the District Management Team on collaborative problem solving.

Works to ensure a close, productive and proactive relationship with the District's major tenants, employee team, sponsors, community partners, contract service providers, counsel and financial advisers, and with the Hotel Motel Association, Visit Spokane, the Sports Commission and other agencies that market the facilities.

Responsible for the District's policies and procedures including long-range planning as well as implementation of the District's vision and mission.

REQUIREMENTS OF WORK

Thorough knowledge of the modern principles, methods and practices of business management, administration, human resources, finance and public relations that impact public agencies and public facility management.

Ability to review operating conditions, recognize and analyze problems and to take appropriate action.

Ability to establish and maintain effective and continuing relationships with the District Board, employees, users, service providers, community leaders and the general public.

Ability to develop, analyze, revise and maintain multiple budgets and financial records. Approves expenditures and authorizes renewal and replacement projects, payroll, staff travel and other District expenses.

General availability to respond to information requests from almost anyone at almost any time.

MINIMUM EDUCATION AND EXPERIENCE

Graduation from a college or university with a related degree and minimum of ten (10) years of experience in a responsible leadership administrative position preferably in the public assembly industry. CFE preferred.

SALARY AND STATUS:

\$120,000 - \$160,000 Based on experience
Exempt - Executive

FINAL Nov 2016

To apply for this position click:

<http://www.teamworkonline.com/teamwork/r.cfm?i=116183>

HIRING PRACTICES: *The preceding position description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this position.*

Applicants for employment in the U.S. must possess work authorization which does not require sponsorship by the employer for a visa.

EQUAL EMPLOYMENT OPPORTUNITY: *All applicants will receive consideration for employment without regard to age, sex, race, color, religion, creed, marital status, familial status, sexual orientation, national origin, gender identity, domestic violence victim status, honorably discharged veteran or military status, the presence of any sensory, mental or physical disability, or any other characteristic protected by local, state or federal law.*