

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
ASSISTANT FACILITY MANAGER - 1159

DEFINITION:

Under direction, to assist in managing the operation and maintenance of a major City public assembly facility; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Assists in representing the City and providing liaison with citizens' groups and public agencies concerned with the development, operation, and use of City public assembly facilities;
- Assists in managing the operation of a major multi-use public assembly facility;
- Assists in negotiating, developing, and administering concession, maintenance, and operations contracts;
- Supervises and directs City staff and contract personnel;
- Ensures tenant compliance with Use Permit specifications;
- Assists in developing, administering, and providing fiscal control of operations and promotions budgets;
- Performs operations analysis and makes recommendations;
- Performs special assignments.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

College graduation with a Bachelor's degree or equivalent education (i.e., minimum completed units = 120 semester/180 quarter); **AND** three years of full-time experience in managing the operations and maintenance or in the administration of a public assembly facility, **OR** three years of full-time experience negotiating contracts and booking public assembly facility conventions, performing arts, or athletic events.

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.