

July 1, 1999

## CLASS SPECIFICATION

### SAN DIEGO CITY CIVIL SERVICE COMMISSION

#### ASSISTANT FACILITY MANAGER

##### 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 Announcement for updated minimum qualifications.

College graduation with a Bachelor's degree in Property Management, Business or Public Administration; **AND** three years of experience in managing the operation and maintenance of a public or private assembly facility. Additional qualifying experience may be substituted for education lacked on a year-for-year basis.

- \* **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.