



CITY OF FORTUNA
EMPLOYMENT OPPORTUNITY
for
CONFERENCE CENTER COORDINATOR
Full-time, with benefits

SALARY:	\$28,038 - \$34,113 per year
APPLICATION:	Submit Application Form and Resume (<i>optional</i>) to: City of Fortuna Attn: Human Resources 621 11 th Street Fortuna, CA 95540
FINAL FILING DATE:	Application packets must be received by 4:00 pm on Friday, August 16, 2019

The purpose of this job description is to define the general character and scope of responsibilities for persons occupying this job classification. It is not intended to describe or list every duty or task for this classification.

DEFINITION

Under the general direction of the Conference Center Manager, to provide a variety of support work for guests of the River Lodge Conference Center and Monday Club; to assist facility manager with supervision of part-time workers; to provide information regarding the facility and its uses to the public and others; to schedule and coordinate events; to do room set-up and take-down; to perform light maintenance; to do food preparation and service; to do record keeping and other clerical functions; to perform sales and bookkeeping activities associated with the gift shop; to run errands and pick up supplies; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

The Conference Center Coordinator is a regular, full-time position with responsibility for a variety of tasks related to the Conference Center and Monday Club. Job assignments are sometimes performed with minimal guidance and direction with the expectations that incumbents have the ability to choose among alternatives in completing tasks. Work is performed under the general direction of the Conference Center Manager with some latitude granted for the exercise of independent judgment and initiative. Work is typically performed in a general office and meeting room environment. Some work is performed in a commercial kitchen. Work involves moderate physical labor in setting up and taking down tables and chairs and performing maintenance tasks.

SPECIAL CHARACTERISTICS

- This position is classified as FLSA non-exempt.
- This position is represented by the Fortuna Employees Association (FEA).

EXAMPLES OF DUTIES

- Provide information to assist clients in setting up meetings, receptions and banquets.
- Receive visitors and direct inquiries.
- Welcome prospective customers and assist them in viewing conference center.
- Assist persons utilizing the conference center in a variety of ways.
- Interact with public and others in providing information regarding the Conference Center.
- Schedule events.
- Assist with supervision of part-time workers.
- Set up various rooms for meetings, receptions, banquets.
- Assist with food preparation and service.
- Operate office and computer equipment, audio visual and sound system and cash register..
- Perform clerical tasks and record keeping.
- Light housekeeping duties including vacuuming, dusting, cleaning bathrooms and routine maintenance.
- Gift shop sales, stocking inventory, and maintenance.
- Run errands to pick up food or other supplies.
- Resolve routine problems.

JOB REQUIREMENTS

- Maintain a valid California Driver's License throughout employment. Incumbent will participate in the DMV "Pull Program".
- Employees must be at least 18 years old to operate a City vehicle or personal vehicle for work-related purposes, as required by Redwood Empire Municipal Insurance Fund (REMIF), the City's self-funded insurance pool.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Safe work practices.
- Modern office methods, practices and procedures.
- Proper English usage, spelling, grammar and punctuation.
- Bookkeeping and record keeping
- Office procedures.
- Receptionist and telephone techniques.
- Standard office machines, equipment and computer software, audio visual and sound equipment
- Customer relations and service skills.
- Effective time management methods.
- Commercial kitchen operation.

And Ability to:

- Handle numerous activities at once, effectively and pleasantly.
- Perform a wide variety of independent tasks and support work using independent judgment, speed and accuracy.
- Use good written and verbal skills, using good English and diction.
- Work under pressure to meet deadlines and to respond quickly and efficiently to customer needs.
- Interpret and explain Conference Center usage information in a clear and concise fashion.
- Work flexible hours as required.
- Operate office, sound and video equipment and computer terminals including related office support software.
- Understand and carry out oral and written directions.
- Interpret and apply City and department rules, laws and policies with good judgment while carrying out job duties.
- *Establish and maintain effective working relationships.*
- *Communicate effectively with others, both orally and in writing, using both technical and non-technical language.*
- *Understand and follow oral and/or written instructions, policies and procedures.*
- *Prepare and present accurate and reliable reports containing findings and recommendations.*
- *Operate or quickly learn to operate a personal computer using software applications appropriate to assigned tasks; as applicable.*
- *Use logical thinking and creative thought processes to develop solutions according to written directions or oral instructions.*
- *Perform a wide variety of duties and responsibilities with accuracy and speed under pressure of deadlines and changing priorities.*
- *Quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology.*
- *Act with integrity, ingenuity and inventiveness in the performance of assigned tasks.*

EDUCATION AND EXPERIENCE:

High School diploma or GED required. Any combination of training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the requisite knowledge and abilities would be three (3) years of work experience at River Lodge Conference Center, or a similar facility.

ESSENTIAL PHYSICAL ABILITIES

- *Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively;*
- *Sufficient vision or other powers of observation, with or without reasonable accommodation, to enable the employee to review a wide variety of materials in electronic or hard copy form*
- *Sufficient manual dexterity, with or without reasonable accommodation, to enable the employee to operate a personal computer, telephone, and other related equipment;*

- *Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to safely lift, move, or maneuver whatever may be necessary to perform the duties of their position;*
- *Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to efficiently function in their assigned work environment, including where applicable the operation of motorized vehicles and equipment.*

EMPLOYEE BENEFITS

Salary	Appointment is normally made at the first rate shown on the announcement. Eligibility for advancement will normally occur after one year. Thereafter employees are eligible for step increases annually.
Retirement	The City is a member of the Public Employees Retirement System (PERS). The City currently has 3 tiers of PERS retirement. The 1 st tier applies to members employed prior to March 1, 2012. The 2 nd tier applies to current employees hired after March 1, 2012 and previous (Classic) PERS members with a break in service of less than 6 months hired after January 1, 2013. The 3 rd tier is the State mandated retirement formula effective January 1, 2013, which applies to New PERS members and previous members with a break in service greater than 6 months. Miscellaneous: Tier 2: PERS CLASSIC MEMBERS (2% at 55, 3 highest years) - The current 7% employee contribution is paid by the employee. Tier 3: NEW PERS MEMBERS or PREVIOUS PERS MEMBERS WITH A BREAK IN SERVICE OF 6 CALENDAR MONTHS OR GREATER (2% @ 62, 3 highest years) – The 6.25% employee contribution is paid by the employee. For the 2% @ 62 formulas the employee contribution will change each fiscal year to be at least 50% of the normal cost rate as determined by PERS.
Insurance:	The City makes a substantial contribution towards medical, dental, optical and life insurance for employees and their families. Current medical coverage is through Anthem Blue Cross with a \$250 annual deductible (up to \$750 for family), and a \$25 co-pay. Vision insurance is through VSP and dental insurance is through Delta Dental. For FY 2019-2020, the maximum employee contribution for full coverage for employee only is \$112.94 per month, employee + 1 is \$236.40 per month, and employee + two (or more) is \$337.64 per month. A variety of supplemental insurance coverages are also available through AFLAC
Assistance Program:	This program is provided at no cost to employees and includes counseling for family matters and substance abuse, and assistance with legal and financial issues.
Deferred Comp:	ICMA, VALIC, and CalPERS deferred compensation plans are available to employees choosing to participate.
Vacation:	Two weeks after one year; three weeks after five years and four weeks after 10 years.
Holidays:	Ten paid holidays annually.
Sick Leave:	Accrual at the rate of eight hours per month
Other Benefits	To encourage Employees to reside within 20 miles of Fortuna, a residency incentive is given to eligible FEA employees. Children of City employees are eligible to participate in certain City-sponsored recreation activities at no cost while employee is at work, including public skating, Holiday Recreation Programs and the Summer Fun program.
Although benefits have been reported as accurately as possible, there has been no warranty of complete benefit summary intended. All information provided is subject to the actual terms of the legal documents that control benefit programs.	

EQUAL OPPORTUNITY

The City of Fortuna's policy is to promote equal employment opportunity to all without regard to sex, age, race, color, religious creed, national origin, ancestry, political affiliation, marital status, disability, or other non-merit factors.

REASONABLE ACCOMMODATION FOR THE DISABLED

The City of Fortuna makes reasonable accommodation for the disabled. Individuals with disabilities requiring any accommodation in order to participate in the testing process, must inform the City Manager's Office of the City of Fortuna in writing no later than the final filing date as stated on the job announcement. Also, those applicants needing such accommodations may be required to document this request including an explanation as to the type and extent of accommodations, as well as documentation from a qualified authority of the requirements needed to participate in the selection process.

IMMIGRATION LAW

In accordance with the Immigration Reform Act of 1986, the City must verify once an employment offer has been made, that all persons have written proof of their right to work in the United States. Therefore, acceptable proof of right to work must be submitted prior to the start date.

THE COMMUNITY

Fortuna is a small rural community of just over 11,800 population, located 20 miles south of Eureka and 250 miles north of San Francisco. Eight miles inland from the Pacific Ocean and adjacent to the scenic Eel River, Fortuna is in the heart of the Redwoods offering quality rural living with outstanding outdoor recreation activity year around. The City has an excellent primary and secondary educational system; College of the Redwoods, a community college, is located 8 miles north and Humboldt State University is 30 miles north. Basic industries are timber, fishing and tourism with a growing service industry including a full-service hospital.

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