

CITY OF GRAND JUNCTION JOB ANALYSIS QUESTIONNAIRE

I. EMPLOYEE BACKGROUND: In this section you will provide information regarding your name, current job title, your immediate supervisor, etc. This will help us make sure we refer to the correct job throughout the study.

Is this a group questionnaire? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If yes, please list all employee names.
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Donna Redd

Sales & Marketing Coordinator

Immediate Supervisor Tim Seeberg

Division: TRCC

Department: TRCC/VCB

For Individual Questionnaires Only:

Employee Name: Redd Donna E
(Last) (First) (Middle Initial)

Current Classification Title: Sales & Marketing Coordinator

Division TRCC **Department** TRCC/VCB

Total Length of Time with organization 20 Years 10 months

Total Length of Time in Current Position 17 Years 5 months

Assigned Hours/Week;; from 7:30am t o varies **Assigned Days/Week** s-s varies

Email: donnare@gjcity.org **Work Phone:** 970-263-5707

Immediate Supervisor:

Immediate supervisor reports to:

Name: Tim Seeberg **Name:** Debbie Kovalik

Title: General Manager **Title:** Department Director

Work Phone 970-263-5710 **Work Phone:** 970-244-1480

E-mail: tims@gjcity.org **E-mail:** debbiek@gjcity.org

II. POSITION INFORMATION

1. POSITION SUMMARY: This section asks for a short paragraph, one to three sentences, regarding the purpose of your position and/or your primary responsibilities. This summary helps us to quickly understand the essence of your job. Usually it is better to write this after you have completed the remainder of the questionnaire. Briefly describe what you consider to be the major purpose or objective of the job. Simply stated, what are you attempting to accomplish in your position?

Example: Computer Support Technician

Summary: To operate, maintain and repair computer equipment and to provide technical assistance to users.

To promote and secure bookings for Two Rivers Convention Center and The Avalon Theatre locally and regionally in a positive and creative manner while maintaining valuable customer service standards and serviceability to the clients.

2. SUPERVISION & ORGANIZATIONAL RELATIONSHIPS.

a. The chart below asks for your specific supervisory responsibilities. If a duty statement applies to you, please check the box under the "Yes" column and then indicate the number of employees for which you are responsible to the right of the statement.

Yes	Duty	Number of Employees
<input type="checkbox"/>	I do not officially supervise other employees (sign performance reviews).	
<input checked="" type="checkbox"/>	I evaluate and sign performance reviews of other full-time employees.	1
<input checked="" type="checkbox"/>	I evaluate and sign performance reviews of part-time, temporary or contract employees.	1
<input checked="" type="checkbox"/>	I instruct other employees in methods or procedures needed to carry out their job (how to carry-out their assigned duties).	3
<input checked="" type="checkbox"/>	I make work assignments for others.	2
<input checked="" type="checkbox"/>	I make hiring and hiring pay recommendations.	1
<input type="checkbox"/>	I make hiring and hiring pay decisions.	0
<input checked="" type="checkbox"/>	I recommend termination for poor performance.	1
<input checked="" type="checkbox"/>	I provide advice to peers that they must consider carefully before making a decision.	7
<input checked="" type="checkbox"/>	I provide information to supervisors/management that they use in making a decision.	2

b. Complete the organization chart below. This chart will help us to understand your job in relation to others in your department. Please use titles and not names. Fill in the applicable position titles: (1) your coworkers, employees you work with and who also report directly to your supervisor; and, (2) your subordinates, any employees you supervise directly. List only those jobs over which you have full managerial/supervisory authority (i.e. complete and sign performance evaluation.) Do not list employees supervised by your subordinate supervisors.

YOUR COWORKERS' JOB TITLES

YOUR DIRECT REPORTS' JOB TITLES

Events Planner
Executive Chef
Banquet Supervisor
Building & Maintenance Supervisor
Film & Theatre Operations
Office: Admin Assistant & Acctg Clerk

Sales & Planning Assistant

Please indicate the nature of the group supervised and the number supervised

- Full Time 1
 Part-Time
 Seasonal/Temp
 Volunteer
 Contract

c. Describe with whom, or with what departments/organizations, you have regular contact.

1. Inside your organization (other City Departments):

Title of Person or Department	How Often	For What Purpose
Ex: Peers, Subordinates		
Parks Department (Mtnc)	2 times a week	borrow/return equipment for events
Parks Department (Director)	6 times a year	requesting promotional items for marketing
Parks Department Rec	8 times a year	Coordinate programming and marketing along with Rec staff
VCB	3 times a week	coordination of sales leads and related events
VCB GJ/Denver Sales Rep	2 times a month	Building & continued relationship for events
VCB Marketing	4 times a month	Coordinate marketing efforts & advice from VCB
Finance	4 times a month	questions on financials for events or ops of city
Legal Department	5 times a year	coordination of contracts and similar event related issues
Planning Department	4 times a year	maps for events & coordination of GIS needs
DTA Marketing	1 times a month	Coordinate for downtown events & marketing potentials & in-house events
Police & Fire Department	2 times each a month	coordinate security for events, high profile clients & major events at facilities
Purchasing Department	4 times a year	Additional contact from Police Department regarding the securing of facility
Public Works	3 times a year	Storage or delivery of items from Stores or for convention events.
Human Resources	3 times a month	Special Events coord. via committee participation
IS	2 times a month	Coordinate events for other departments of the city and participation in variety of city committees
TRCC Internal Staff, Manager & Co-Workers	Daily multiple times	Coordination of special technical needs related to facility with the Information Services department Coordinate internally

2. Outside your organization:

Title of Person or Organization	How Often	For What Purpose
Ex: Vendors, Gen. Public		
Foremost Security	4 times a month	Scheduling, coordinating and confirming event security
Varaison Vineyards	2 times a week in season	Coordinate catering event in Palisade
Acorn Production	2 times a month	Arrange for specialty items for events & client gifts
Colorado National Mon	4 times a year	Coordinate shared events for catering
Snob Production & Zentco	2 times a week	Sub Contractor for in house events to coordinate additional equipment needed for event details
Absolute Prestige Limo & American Spirit Shuttle	6 times a year	Coordinate transportation for events
Elite Events	1 times a week	Sub Contractor for in house events to coordinate additional equipment needed for event details

Colorado Dept of Public Health	4 times a year	Coordinate Stockpile site info for TRC C
JUCO	20 times a year	committee participation for major group & event in the community related to participation in Employees Assn and responsibilities of committee chair
City Co-workers	40 times a year	
Public	30-40 times daily	
Major Galas	5 times a month thru year	Event related contact Gala coordination and specialty needs
Secret Service, FBI related	4 times a year	Special events featuring high profile clients
Doubletree, Holiday Inn, Country Inn, Grand Vista, Hawthorn & Hampton Inn	3 times a week	To coordinate lodging and industry information for incoming clients

3. ESSENTIAL DUTIES.

The list of essential duties helps us to understand those duties which are the primary reasons why your position exists. For clarification, please refer to the examples provided below.

Essential Duties: Those duties that make up at least 5% of your time. Please provide enough detail so that someone who may not be familiar with your job will have a clear understanding of what it is that you do. For example, do not simply state "prepares reports", but state "prepares reports such as status reports, staff reports", or other type of report(s) you may prepare. Also, please use action verbs such as prepares, calculates, operates, etc., to start off each statement. Do not use acronyms in your description. Examples are shown below. Use additional sheets if needed.

Decisions Required: List the decisions you make to carry out the essential duties.

Frequency: Indicate how often you perform each duty - D = daily, W = weekly, M = monthly, Q = quarterly, A = annually, or O = occasionally.

Percent of Time: Indicate how much of your time you spend on each task. The total of these percentages **should not be more than 100%**. Example: Sally conducts property value estimates 20% of the time, it may mean she spends one day out of five on that task, or that she spends around two hours each day. These need only be estimates so do not spend a great deal of time trying to come up with an exact percentage. The percentages of **all** duties should equal 100% over a one year period of time.

Attach additional sheets if necessary.

E X A M P L E (LIST ACTUAL ESSENTIAL DUTIES BELOW EXAMPLE)

Essential Duties	Decisions Required	Frequency	% of Time
EXAMPLES:			
<i>Prepares monthly newsletters by gathering information, writing copy, editing, preparing for publication and overseeing distribution.</i>	<i>Articles to include, editorial changes, graphics, layouts</i>	<i>M</i>	<i>25%</i>
<i>Performs inventory spot checks and monthly counts of supplies in warehouse.</i>	<i>When to check supplies</i>	<i>M</i>	<i>10%</i>

	List of Essential Duties	Decisions Required	Frequency: D = Daily W = Weekly M = Monthly Q = Quarterly A = Annually O = Occasionally	% of Time Spent (Not to exceed 100%)
1	Facility Sales which includes inquiries, VCB Leads, coordination with local partners, sales calls & cold calls, client potentials with the goal to maintain and grow business levels. Duties relate to contract, book, detail, prepare proposals/information and followup for clients. Coordinate, design and prepare sales events, open houses & tradeshow.	Primary function of job to make decisions that relate to the availability, potential and sales for facilities and implement the bookings orally or in written form as a confirmation, commitment or decline of business as it applies. Decisions apply for the present, immediate future and forecasting commitments for events as much as +8 years out in the future	Daily	28
2	Pivotal role in maintaining and managing event space availability and usage by the clients; includes usage and oversight of the event management software.	Responsible for reserving space and the recommendation and./or decision of space application, decisions on charges for space and equipment and other items or orders as related to events in coordination with the established fees & charges	Daily	20
3	Communication to coordinate with staff for events & Critical Thinking	The ability to apply direction or decisions in coordination with or in the absence of event coordinator and as it applies to events. Limited events require start to finish booking & detail direction and decisions.	Daily	8

4	Duties related to the creation & direction of direct mailing and intense sales efforts to potential clients. Process the information intake contracts, confirmations & deposits for events (400 deposits submitted in 2008 totalling over \$60k) . Coordination with Accounting Dept and Event Coordinator to maintain proper billing, event compilation and continued record keeping of events.	Decisions include due date decisions, the information creation for direct mail, decisions for charges or discounts for events as needed in terms of negotiations and/or customer satisfaction. Decisions include target clients, gifts & documentation. Decisions on event requirements	Daily	7
5	Create & maintain facility budget in coordination with facility staff Participate in the preparation and administration of assigned budgets and monitor expenditures and cash revenues related to events.	In coordination with facility manager, decisions on spending, reporting and budgeting	Quarterly	2
6	Maintain client contacts throughout community, city, county, state & region through business contacts, events, and participation.	In coordination with decisions related to rates, bookings, assignments a & menus	Daily	9
7	Presentations & promotional (collateral) materials for facility. Essential to contribution & location of materials for website creation and maintenance. Create layouts for events, Site visits, menu tasting events, facility tours, host guests for facility sales	Design, creativity & compilation is the responsibility of this position. Decision on extent of visit, meals provided, gifts or tokens and compiling information provided to client for potential events	Daily	12
8	Participation in Special Events/Projects and Civic Participation as listed: Ribbon Cuttings & Local Special Events JUCO/ Banquet Chairperson for JUCO, and a variety of other City-wide community focus events.	Decision on how to approach events, considerable amount of creativity offered, design of events, budgeting for events, implementation of events.	Monthly	5
9	Administrative Duties as needed. Direct supervision of staff & indirect supervision input. Create food menus and menu descriptions for special events and ongoing facility events	Decision on assignment of tasks, follow up, event open/close as it applies, professional advice as it applies to events and operations. Coordinate and pricing, wording, content style & decisions of collateral materials .	Daily	9
10			Select	
11			Select	
12			Select	
13			Select	

14			Select	
15			Select	
16			Select	
17			Select	
18			Select	
19			Select	

4. REQUIRED KNOWLEDGE AND SKILLS.

This section helps us to understand the types of knowledge and skill you would need to perform your job at the entry level. Those items you list are those required and not what you might necessarily know or are able to do after being in the position for a number of years.

Knowledge: refers to the possession of concepts and information gained through experience, training and/or education and can be measured through testing.

Skills: refers to the proficiency which can be demonstrated and are typically manual in nature and/or can be measured through testing.

The knowledge and skills that you list in the following section must refer to the Essential Duties you listed in Section 3.

Duty #	Knowledge – Skills
1-8 & 9	Knowledge of services, activities, and operations typical of a convention facility/theatre, along with techniques and experience in event coordination and organization in-house and the Western Slope. Procedures, methods, practices, materials and equipment used for facility management, catering, food preparation and service etiquette. Knowledge of techniques and methodology of special event coordination, organization and process. Ability to continue bookings and services as related to budget.
1-3 & 5,7 & 9	Ability to project & maintain budgeting as related to sales of facilities.
1-5 & 6-7	Knowledge of accounting principles related to proper record keeping, budget, budget implementation and budget control.
1-3 & 5, 7-9	Knowledge and understanding of basic law & ordinances as applicable to operation of facilities and health & liquor laws as they apply to our facilities
1-3, 5, 7- 9	Skills to process weekly and monthly accounting & reports as needed
1-4, 7 & 8	Sales & Marketing of facility in theory, principle and practice, as applied to facility operations and to coordinate with events or contact relating to other departments, local organizations, and related businesses.
1-3 & 5, 7-9	General knowledge of employment standards, laws, and principles for general supervision, as needed, in relation to facility operations. Ability to establish & maintain licensing, certifications and industry standards with a clear knowledge of local/state food handling requirements.
1-3 & 5, 7-9	Knowledge of Customer Service & related standards. Including procedures in etiquette, preparation, display and commitment to facility services.
1-9	Ability to communicate clearly both orally & written, including running effective meetings, both internally & externally while maintaining working relationships as well, while maintaining composure with the ability to multi task quickly & efficiently. .
1-9	Skills to operate modern office equipment. Necessary operation of computer, ten-key, fax, copy machine, credit card machine, phone system & various essential equipment.

1-3 & 8-9	Knowledge of equipment used for set up/tear down such as forklift, van, carts, etc. as well as kitchen equipment to assign, assist and commit for events.
1-3, 8-9	Ability to coordinate and project room use and bookings for multi-events within the facility including layout and room capability. Communicate to staff and documenting in software in coordination with resets & multiple events.
1-3, 8-9	Knowledge of crowd control and fire code layout for optimum room use. Ability to apply fire codes, etc. and coordinate with local Fire officials.

III. EDUCATION, EXPERIENCE, AND EQUIPMENT

1. EDUCATION: What level of education do you have and what minimum level of education do you believe is needed to satisfactorily perform your job at entry level? Check the level that applies to your job:

- | You
Have | You
Need | |
|-------------------------------------|-------------------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Less than High School Diploma or equivalent (G.E.D.) (ability to read, write, and follow directions) |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | High School Diploma or equivalent (G.E.D.) |
| <input type="checkbox"/> | <input type="checkbox"/> | Up to one year of specialized or technical training beyond high school |
| <input type="checkbox"/> | <input type="checkbox"/> | Associate degree (A.S., A.A.) or two-year technical certificate |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Bachelor's degree |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Other (explain):
Industry related experience is essential |

2. EXPERIENCE: What kinds of experience do you have, and what minimum kinds of experience are needed to enter your job at entry level?

Type of Experience

<u>You Have</u>		<u>Your Time</u>	<u>You Need</u>	<u>Minimum Time Required</u>	
Banquet Service, Knowledge and Application	25	years	Banquet & Food Service Mgmt, Knowledge and Application	3	years
Sales & Marketing Experience & Techniques	11	years	Sales & Marketing Experience & Techniques	3	years
Knowledge of Industry related marketing & methods of general marketing	11	years	Hospitality Industry Experience	3	years

a. What field (s) should training or degree be in?
 Business Administration and Education related to Hospitality Administration
 Marketing Degree or industry equivalent related experience

3. SPECIAL REQUIREMENTS: List any registrations, certifications or licenses that are **required** for you to hold your position. Be specific and do not abbreviate words or use acronyms.

Mesa County Food Handlers Certification, State of Colorado (City of GJ) Liquor Training, Serve-Safe, Colorado Driver's License required or ability to acquire

4. MACHINES, TOOLS AND EQUIPMENT. List any machines, tools or equipment used in your work and indicate the frequency and time spent using each. The machines, tools and equipment must refer to the Essential Duties you listed in Section 3.

Duty #	Machines, Tools, Equipment	Frequency/Time
1-9	Computer	throughout day
1-9	Telephone System	throughout day
1-9	Printers/Copiers/Scanners	throughout day
1-4, 6-9	Fax	minimally
1-15	General Office Equipment	daily
1-15	Kitchen Equipment: Slicer, Dishwasher, Mixer, & Cooking Eqt	2-3 times a week
1-15	Software EBMS, MS Office, Email, New World, Banner & Crystal	throughout day
1, 3, 6, 8-9	2 nd Language: Spanish	weekly
3, 5, & 9	Proper Methods in use of Procurement Card	2-3 times a week
1-3 & 8-9	2-Way Radio	daily
1-3 & 9	Credit Card Machine	4 times a week

5. DECISION-MAKING & JUDGMENTS.

a. Describe three types of important decisions and judgments you make regularly and independently in the performance of your duties.

1. Primary room assignment & rates requiring knowledge and capabilities of facility while maintaining budget expenses, revenues and related items. Decisions require thought, layout, precision and an intricate knowledge of the facility, time application for room use & turn over (reset) while maintaining a realistic use of staff, cost measures, environmental considerations and conscientious use of time.

2. Prioritization of intake and current business in relation to potential revenue and appropriate decisions as it relates to the benefit of the convention center/theatre. The balance of judgement and decision lie with the appropriate assignment of space, consideration for events and the appropriate use of resources available and the realistic value that the decisions will apply appropriately.

3. Customer Satisfaction as it relates to poor service, lapse of service, service levels to maintain current and attract new clients. The heart beat of the facility is the continued customer service provided and the result of customer satisfaction as it relates to the booking of the facility, the fees charged and the appropriate use of the

facility with maximum use of space and sales while considering how it affects internally & externally to those involved in events.

IV: AMERICANS WITH DISABILITIES ACT REQUIREMENTS

1. PHYSICAL ACTIVITIES/REQUIREMENTS.

This section helps us understand the physical activities and requirements that are absolutely necessary for you to be able to do in order to perform your job. Please list the frequency and the importance of each of the physical requirements listed in this section. These physical activities/requirements will help in ensuring the City of Grand Junction remains in compliance with the Americans with Disabilities Act.

The City of Grand Junction is required to document any physical requirements in order to legally defend restrictions that are imposed. The definitions for the physical activities/requirements are taken directly from the guidelines established by the federal government. Your answers in this section will not affect how your job is classified.

Frequency

Importance

How frequently is the activity performed?

How important is the activity in accomplishing the job's purpose?

- 0 – Never
- 1 – Annually
- 2 – Quarterly (at least 3 per year)
- 3 – Monthly (at least 8 per year)
- 4 – Weekly (at least 3 per month)
- 5 – Daily (at least 3 per week)

- 0 – Not Important
- 1 – Somewhat Important
- 2 – Very Important
- 3 – Extremely Important

Physical Activity	Frequency	Importance	Duties
Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.	5--Daily	2--Very Important	in/out of facility both TRCC & Avalon
Balancing: Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces. This factor is important if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.	5--Daily	2--Very Important	Food transport & equipment storage
Stooping: Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.	5--Daily	2--Very Important	access to files
Kneeling: Bending legs at knee to come to a rest on knee or knees.	3--Monthly	1--Somewhat Important	access to items under desk
Crouching: Bending the body downward and forward by bending leg and spine.	5--Daily	2--Very Important	access to files
Crawling: Moving about on hands and knees or hands and feet.	0--Never	0--Not Important	-
Reaching: Extending hand(s) and arm(s) in any direction.	5--Daily	3--Extremely Important	day to day activity
Standing: Particularly for sustained periods of time.	4--Weekly	3--Extremely Important	monitoring events

Walking: Moving about on foot to accomplish tasks, particularly for long distances.	5--Daily	3--Extremely Important	the building is approx one block long
Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.	3--Monthly	2--Very Important	when assisting with moving bars
Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.	3--Monthly	2--Very Important	assisting staff
Fingering: Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling.	5--Daily	3--Extremely Important	assisting with dishup & office operations
Grasping: Applying pressure to an object with the fingers or palm.	5--Daily	3--Extremely Important	holding items
Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to be a considerable degree and requires the substantial use of the upper extremities and back muscles.	4--Weekly	2--Very Important	assisting with food service
Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching the skin, particularly that of fingertips.	5--Daily	3--Extremely Important	assisting with food service
Talking: Expressing or exchanging ideas by means of the spoken work. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.	5--Daily	3--Extremely Important	huge part of job phone & personal communication
Hearing: Perceiving the nature of sounds with no less than a 4db loss @ 500 Hz, 1,000 Hz and 2,000 Hz with or without correction. Ability to receive detailed information through oral communication, and to make fine discriminations in sound, such as when making fine adjustments on machined parts.	5--Daily	3--Extremely Important	Communication
Seeing: The ability to perceive the nature of objects by the eye. Seeing is important for hazardous jobs where defective seeing would result in injury and also jobs where special and minute accuracy, inspecting and sorting exist. A high degree of visual efficiency, placing intense and continuous demands on the eyes by moving machinery and other objects are also considered important. Other important factors of seeing are acuity (near and far), depth perception (three dimensional vision), accommodation (adjustment of lens of eye to bring an object into sharp focus), field of vision (area that can be seen up and down or to the right or left while eyes are fixed on a given point) and color vision (ability to identify and distinguish colors).	5--Daily	3--Extremely Important	Accuracy of information being read and transfer to others
Repetitive Motions: Substantial repetitive movements (motions) of the wrists, hands, and/or fingers.	5--Daily	3--Extremely Important	Assisting with dishup & office operations
Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount	5--Daily	3--Extremely Important	Daily operations

of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.			
Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.	5--Daily	2--Very Important	Assisting with food service or product delivery/transfer & daily operations
Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.	3--Monthly	1--Somewhat Important	-
Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.	3--Monthly	1--Somewhat Important	-
Very Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.	0--Never	0--Not Important	-

2. WORKING CONDITIONS.

The working conditions section helps us to understand the physical environment you are subjected to while performing your job duties. This section does not apply to conditions like an old office building but only those factors that have to do with the job itself. In this section, please place an X by the condition that applies and one under the frequency that is most appropriate. The condition should be unique to your job and not generally applicable to all employees with the organization. **Please note, there is a choice for “Does Not Apply,” if most of your work is in an office setting.**

Does Not Apply

Condition	Less than 25% of the time	25-50% of the time	More than 50% of the time
Hazardous physical conditions (mechanical parts, electrical currents, vibration, etc.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Atmospheric Conditions (fumes, odors, dusts, gases, poor ventilation)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hazardous materials (chemicals, blood and other body fluids, etc.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme temperatures	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inadequate lighting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work space restricts movement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intense noise	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Travel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Environmental (disruptive people, imminent danger, threatening environment)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

V: EMPLOYEE, SUPERVISOR, AND DEPARTMENT HEAD SIGNATURES

ADDITIONAL COMMENTS

Are there any additional comments you would like to make to be sure you have described your job adequately? (Use additional sheets if necessary).

Sales & Marketing Coordinator (Industry title Director Sales & Marketing) primary responsibility to market and book events for the Avalon Theatre and Two Rivers Convention Center. Influencing the promotional and marketable capability of both facilities. Operational responsibilities include, but not limited to the implementation of booked events and related information for both facilities. Responsible for providing intense levels of customer service for confirmed clients and potential clients. Responsible to create and maintain relationships with clients and service providers for the facilities. Responsible for sales leads response and quest for new clients and events. Maintain information for software system for input and implementation of acquired information for events and clients. Responsible for monitoring and managing the sales of events and related information. Supervisor of professional staff for proper management of events, event information and clients. Strong resource to staff & management, due to length of time with facility and historical data as needed.

Position has key responsibility to develop marketing strategies and procedures for sales & promotion of the convention facility as well as the Avalon Theatre, this includes the ability to intake information, promote, market, coordinate, detail and maintain sales of the facilities, products & services in a clear and concise manner.

Complete sales of the convention center and theatre events (with the exception of film) includes walk in clients, telephone clients, prospective clients and current clients for new and ongoing event sales for both facilities.

I am the primary contact for the convention center and theatre to create contacts through community and regional areas to attract new business and maintain the current client levels. Clients are attracted or contact through a variety of methods which include, but are not limited to, phone sales, leads, direct mailings, cold calls, appointment sales calls and supplier show events locally and regionally. The event inquiries and customer contact can be made by telephone, personal appointments, open house, trade shows, hospitalities or via direct mailings to prospective clients. Methods can include sales calls, site tours, mailings or sales leads, additional methods for obtaining business are memberships and affiliations with memberships which promote "group" business, attending meetings or conferences with potential clientele and primarily "networking" with qualified prospective businesses. Travel is required to conferences and conventions for sales calls and meetings in the Metro Denver and regional areas for potential business. Position also includes design & set up of programs and booths for shows, open houses and regular promotions of facilities and the Grand Junction area.

Direct supervision of Sales & Planning Assistant, indirect assignments to Events Coordinator, Accounting Clerk & Administrative Clerk as well as volunteers/interns as needed.

In the Grand Junction area, participation with community events and affiliation is essential, coordination with local hospitality partners, the VCB and the Denver Marketing person for the VCB as well as local attractions who also promote Grand Junction as a destination. Marketing the facility through advertising and participation is also important to maintain product recognition and facility use. A variety of sales efforts are continually created for a mix of markets sought for convention center business. The facility hosts in excess of 1,000 events per year with additional events at the Avalon Theatre and concession services. This position has been a resource for other positions such as concessions, catering operations, facility management, kitchen management and building maintenance, project participation during renovation, etc. these responsibilities due to temporary assignments of these areas due to growth, new services or position vacancies.

Memberships in Colorado Society of Association Executives (CSAE), Society of Government Meeting Planners, (SGMP), Destination Colorado, Grand Junction Chamber, Downtown Association (DTA) and committee memberships with the City Employees Association, Governors Conference on Tourism, National Parks & Recreation Conference, Fruita Chamber of Commerce & GJ Baseball (JUCO).

In the absence of the facility manager, management responsibility has been considered to this position to continue with consistent operations and services of the facility for temporary administrative responsibilities. It is also a portion of responsibility of this position to approve accounts payable payments, payroll and accounts receivable as needed in the absence of the manager. This position also assists in the annual budget planning & revision process and assists with monitoring revenues and expenses for facilities.

Accurate record keeping, detailing, and time management is essential to continue with smooth operation. Leadership & administrative responsibility for staff, information resource, maintenance of facility bookings, and source of information relative to experience in the facility is necessary on an ongoing basis.

Additional responsibilities may include dealing with anebriated guests and or irate customers and the process in achieving customer satisfaction.

EMPLOYEE CERTIFICATION

I certify that the above statements and responses are accurate and complete to the best of my knowledge.

Signed: _____ Date: _____

TO BE COMPLETED BY THE IMMEDIATE SUPERVISOR AND DEPT. HEAD

This section is to be used by the Supervisor to note any additional comments, additional duties or disagreements with any section of the questionnaire. The Supervisor should not change anything written by the individual filling out the questionnaire nor should they address any performance issues. Please remember that this questionnaire is intended solely for the purpose of accurately describing the job in question. Supervisors, please review the entire JAQ for completeness and accuracy. If there are sections that are not complete or are incorrect, please fill in the blanks when you review the questionnaire with the incumbent. If you disagree with any information provided or believe some information is missing, indicate below the question number and your comments. **Please note the form should have all three signatures to ensure all have read the questionnaire.**

Question No.	Comments

Please check the appropriate statement:

I agree with the incumbents' position questionnaire as written.

The above modifications have been discussed with the incumbent, and the incumbent agrees with these modifications.

The above modifications have been discussed with the incumbent, and the incumbent disagrees with these modifications.

I have noted the modifications made by my supervisor in the Comments Section above.

Employee Signature: _____ Date: _____

Supervisor
Signature: _____ Date: _____

Department Head
Signature: _____ Date: _____

THANK YOU FOR COMPLETING THIS QUESTIONNAIRE. AFTER YOU OR YOUR GROUP HAS COMPLETED YOUR PORTION OF THE QUESTIONNAIRE, PLEASE SUBMIT THE QUESTIONNAIRE TO YOUR SUPERVISOR FOR REVIEW, SIGNATURE, AND COMMENT. YOUR SUPERVISOR WILL SUBMIT THE COMPLETED QUESTIONNAIRE TO YOUR DEPARTMENT HEAD.

Please check the appropriate statement:

- I agree with the incumbents' position questionnaire as written.

- The above modifications have been discussed with the incumbent, and the incumbent agrees with these modifications.

- The above modifications have been discussed with the incumbent, and the incumbent disagrees with these modifications.

I have noted the modifications made by my supervisor in the Comments Section above.

Employee Signature:	<u>Annal Fedd</u>	Date:	<u>1-23-09</u>
Supervisor Signature:	<u>[Signature]</u>	Date:	<u>1-27-09</u>
Department Head Signature:	<u>Debbie Kovalik</u>	Date:	<u>1-23-09</u>

THANK YOU FOR COMPLETING THIS QUESTIONNAIRE. AFTER YOU OR YOUR GROUP HAS COMPLETED YOUR PORTION OF THE QUESTIONNAIRE, PLEASE SUBMIT THE QUESTIONNAIRE TO YOUR SUPERVISOR FOR REVIEW, SIGNATURE, AND COMMENT. YOUR SUPERVISOR WILL SUBMIT THE COMPLETED QUESTIONNAIRE TO YOUR DEPARTMENT HEAD.