

**NOTICE OF PROPOSED CLASSIFICATION ACTIONS BY  
THE HUMAN RESOURCES DIRECTOR**

The following actions are being posted in accordance with Rule 109. In the absence of requests to meet addressed to the Human Resources Director, the proposed changes will become final seven (7) calendar days from the posting date.

**Posting No:** 40  
**Fiscal Year:** 2009/2010  
**Posted Date:** April 23, 2010

***RETITLE AND AMEND THE FOLLOWING JOB SPECIFICATION:  
(Draft job specification attached.)***

<b>Item #</b>	<b>From</b>	<b>To</b>
1	4119 Performing Arts Center Aide	4119 Events and Facilities Specialist

**For additional information regarding the above proposed action, please contact Cathy Abela at (415) 557-4933 or email her at [Cathy.Abela@sfgov.org](mailto:Cathy.Abela@sfgov.org).**

Requests to meet on an item should be addressed to the Human Resources Director, 1 South Van Ness, 4th Floor, San Francisco, CA 94103. All requests must be received in writing no later than close of business seven (7) calendar days from the posting date. FAX'd copies will be accepted as timely with original to follow. Copies of this notice may be obtained from the Information Center, 1 South Van Ness, 4th Floor or from DHR's website at: <http://sfdhr.org/index.aspx?page=109>

**cc:** All Employee Organizations  
All Departmental Personnel Officers  
Anita Sanchez, CSC  
Harvey Rose, Budget Analyst  
Christina Fong, DHR  
Carmela Villasica, DHR  
Linda Cosico, DHR  
RAS Team Leader(s)  
DHR Support Services  
Martin Gran, DHR  
Steve Ponder, DHR  
Cathy Abela, DHR  
Clare Leung, MTA  
Suzanne Wong, MTA  
File

**CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES**

**Title: ~~PERFORMING ARTS CENTER AIDE~~ EVENTS AND FACILITIES SPECIALIST**  
**Job Code: 4119**

**INTRODUCTION**

Under direction serves as an aide to management in the administration, maintenance, operation and promotion of the War Memorial and Performing Arts and Recreation and Park facilities; coordinates custodial, security and service functions; assists in sales and promotion activities; manages booking and scheduling of events; and performs related duties as required.

**DISTINGUISHING FEATURES**

Positions in this class perform administrative or managerial duties in a staff capacity to assist the Managing Director and the Assistant Managing Director of the War Memorial and Performing Arts Center and Recreation and Park. Incumbents work independently on assignments relating to sales, booking, promotion and operations, and are expected to show initiative in recommending policy or procedural changes to maximize usage of the facilities. The nature of the work requires frequent contact with facility users, the general public and departmental personnel.

**MAJOR, IMPORTANT, AND ESSENTIAL DUTIES**

*According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.*

1. Familiarizes all facility users with rules and regulations of the Center; evaluates user needs to determine necessary facility services and personnel for each event.
2. Develops and maintains operating manuals for security and custodial personnel; develops and implements procedures regarding the safety of personnel and patrons in the facilities; investigates and reports on all theft or security incidents.
3. Coordinates nursing staff for all events; keeps nursing stations properly equipped; reviews and investigates all accident and hospital reports.
4. Responds to inquiries in writing, in person or on the telephone regarding rental guidelines, costs, services and facilities; provides cost estimates to tenant organizations; prepares and administers rental contracts.
5. Maintains activity calendar for facilities; resolves conflicts over booking dates; maintains records on all tenants and events.
6. Arranges publicity releases and newspaper coverage of department's events, programs and activities; maintains mailing list for use in press releases; coordinates bulk rate advertising system for tenants.
7. Monitors and approves all advertising, posters, handouts, flyers and programs developed

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by guest tenants; maintains and updates Center Sales Brochure and press mailing list.

**IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES**

Requires considerable knowledge of: principles practices, methods and techniques of theater management, including operations, promotions and contract administration.

Requires considerable ability to: plan, organize, coordinate and promote the activities of the department; make sound judgments and recommendations as to procedures and policies; establish and maintain effective working relationships with facility users, the general public and departmental employees.

Requires skill in: speaking effectively and writing clearly and concisely; preparing a variety of records and reports for administration and publication.

**MINIMUM QUALIFICATIONS**

*These minimum qualifications are to be used as a guide for establishing the education, training, experience, special skills and/or license which may be required for employment in the class. Although these minimum qualifications are typical of the class, additional minimum qualifications and special conditions may apply to a particular position and will be stated on the job announcement.*

1. ~~Requires completion of a four year college or university with a B~~accalaureate degree from an accredited college or university with major course work in Business Aministration, ~~public administration, communications~~ or a related field; AND
2. ~~Requires at least T~~hree (3) years of ~~progressively responsible office, accounting and business management experience, preferably including substantial public relations experience; or an equivalent combination of training and experience.~~ verifiable professional level administrative experience at a public assembly facility (eg, stadiums, arenas, convention facilities and/or outdoor venues such as state fairs); OR
3. Two (2) years of verifiable professional level administrative experience at a performing arts facility or organization, or a large scale special events planner (eg concerts, races or walks), or an athletic events coordinator (eg, leagues, sports promotion, or school athletic department) OR
4. An equivalent combination of verifiable education and professional level administrative experience at a public assembly or performing arts facility/organization as described in #2 or #3 may be substituted for the educational requirement on a year-for-year basis up to a maximum of two (2) years.

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LICENSE AND CERTIFICATION

PROMOTIVE LINES

ORIGINATION DATE: 9-20-82

AMENDED DATE: 4-23-10

REASON FOR AMENDMENT *To accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis conducted for this job code.*

BUSINESS UNIT(S): COMMN