



## JOB ANNOUNCEMENT

The City of West Plains, an Equal Opportunity Employer, is seeking a qualified candidate to serve as **Civic Center Business Manager**. This is a full-time, salary exempt position consisting of 40+ hours per week. The Civic Center Business Manager is responsible for managing the administrative and operational functions of the Business Center, Box Office, and Concessions. Performs a wide range of public relations and event planning logistics by booking, preparing estimates, contracts, coordinating event functions and staffing for events, giving great attention to detail and maintaining high standards of customer service. This position functions with minimal supervision and is expected to resolve problems in a respectful and professional manner ensuring facility and city rules, regulations and policies are adhered to.

The ideal candidate will have strong analytical and interpersonal skills in high pressure situations with the ability to manage complex timelines and multiple projects. The ability to establish effective and cooperative working relationships with city employees, elected officials, consultants, contractors, vendors and the general public. Demonstrate a commitment to high quality of customer service (internal and external) and exhibit the core values of the City of West Plains.

### MINIMUM QUALIFICATIONS

- High School diploma, GED or equivalent. Associate degree is preferred.
- Three (3) years full-time professional-level experience in a business office.
- Possess and maintain a valid Missouri Driver's License throughout employment and meet the requirements of the City of West Plains Operation of Vehicles Policy.
- Successful completion of a background check, pre-employment drug screen and physical evaluation required.

### SALARY AND BENEFITS

- The Civic Center Business Manager has a salary range of \$19.57 to \$31.33 per hour, depending on qualifications and experience.
- A comprehensive benefit package is also offered, which includes:
  - Medical, Dental, Basic Life/AD&D and Long-Term Disability coverages offered at zero cost to the employee, with dependent coverage offered at the employee's cost.
  - Missouri Local Government Employee Retirement System (LAGERS) which is fully funded by the City (no cost to employee) with vesting after 5 years.
  - Voluntary participation in Vision, Cafeteria Plan IRS Section 125, Deferred Compensation 457(b) Plans, Flexible Spending Account (FSA) and Supplemental Life, Accident, Cancer coverage, and an Employee Assistance Program (EAP).
  - Generous paid leave time including holiday, vacation, and sick leave. Eligible employees may also receive annual personal, birthday and safety leave time.

### TO APPLY

To be considered for employment, you must submit a completed City of West Plains application before the closing date of the application period. Applications are available online at [www.westplains.gov](http://www.westplains.gov). Completed applications and resumes may be emailed to [hr@westplains.gov](mailto:hr@westplains.gov) or delivered in-person to City Hall at 1910 Holiday Lane, West Plains, Missouri 65775. All offers of employment are contingent upon successful completion of all pre-employment or post-offer testing, including but not limited to, drug and alcohol screening, thorough background investigation, credit check and medical examination.