

# Lavaca-Navidad River Authority

## Job Description

**Job Title:** BRC Director of MEC Facilities  
**Department:** Recreation  
**Reports To:** Recreation Manager  
**FLSA Status:** Exempt  
**Salary Range:** \$40,000 - \$84,975 per year  
**Prepared By:** Human Resource Manager  
**Approved By:** March 2021

### Summary

The incumbent of this position is responsible for directing the use, operation, maintenance and marketing of the Main Event Center (MEC) of the Brackenridge Recreation Complex (BRC).

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

Direct the use, maintenance and operational functions of the Main Event Center based on schedule of rentals.

Direct the marketing of the Main Event Center facilities to increase usage to meet budget objectives by developing, prioritizing and implementing tactical plans, including promotional programs, and other advertising strategies including electronic and printed formats.

Actively seek event sponsors and negotiate advertisement agreements.

Actively solicit new business, negotiate event contracts in compliance within established guidelines and develop and maintain relationships with established customers to promote facility rentals.

Assist with the development of rules and regulations for the BRC.

Operate within the approved budget for planned MEC activities, including advertisement, operations and maintenance.

Develop, organize and implement LNRA sponsored events.

Direct and assist with ordering of cleaning supplies.

Effectively communicate and work with other divisions to assure proper oversight of facilities.

Assist Management Staff as needed.

Comply with LNRA Safety Manual.

### Supervisory Responsibilities

This position includes supervision of the support staff.

Provide leadership in establishing team goals, scheduling resources, assisting other team members with the work load, maintaining awareness of new methods and technologies, and mentoring and training other team members.

Plans and evaluates the performance of assigned personnel. Establishes performance requirements and personal development goals.

### **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education and/or Experience**

Bachelor's degree from a four-year college or University in a related field in conjunction with a minimum of four years of related management/supervisory experience preferred or five years of related work experience; or an equivalent combination of education and experience. Incumbent should have experience in public event planning and marketing.

### **Language Skills**

Ability to communicate effectively in the English language, both orally and in written form. Must have advanced writing skills to accomplish policy, advertising, and correspondence writing, and public information writing.

### **Mathematical Skills**

Advanced math skills.

### **Reasoning Ability**

Advanced reasoning skills.

### **Computer Skills**

To perform this job successfully, employee must be proficient or able to be trained on a computer with Microsoft Programs, reservation software, Internet based programs and other file storage and design programs as needed.

### **Certificates, Licenses, Registrations**

Valid Texas Drivers License. Insurable driving record.

### **Other Skills and Abilities**

Ability to read and understand construction drawings. Ability to establish and maintain effective working relationships with other employees, vendors, contractors and the general public. Must have excellent public relations and organizational skills and be a self-starter. Ability to closely coordinate with other Jackson County entities to maximize local programs (i.e. Chamber of Commerce, schools, churches, scout groups, civic groups, etc.).

### **Other Qualifications**

Travel will be required. Must be able to work a flexible schedule: days, nights, weekends, and holidays.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and talk or hear. The employee must frequently lift and/or move up to 50 pounds in order to move supplies/materials. The employee must be capable of climbing a ladder to a minimum of 25 feet; climbing a minimum of one flight of stairs on an intermittent basis; and open and close wire and metal gates. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee is occasionally exposed to wet and/or humid conditions. The noise level in the work environment is usually moderate.

### **Tools and Equipment Used**

While performing the duties of this job, the employee is frequently required to understand the operation of the following equipment: Automobile, light trucks and trailers, tractors and arena maintenance equipment, computer calculator, copy machine, telephone, pager, two-way radio, meters and levels, hand and power tools, and lawn care equipment.

The Lavaca-Navidad River Authority is an Equal Opportunity Employer. For additional information about job opportunities or employment information, please contact the Human Resource Department Manager at:

Jennifer Martin

P. O. Box 429

4631 FM 3131

Edna, Texas 77957

361-782-5229

[jmartin@LNRA.org](mailto:jmartin@LNRA.org)