

# Tulare County Office of Education

## JOB DESCRIPTION

**Job Title:** *Conference Specialist - SCICON (1918)*

### **Job Summary:**

The job of Conference Specialist - SCICON was established for the purpose/s of marketing, scheduling, implementing and evaluating the conference and retreat services at SCICON. This includes the developing and implementing of marketing strategies; oversight of conference itineraries, activities and menus; oversight of conference staff and services at SCICON; oversight of conference invoicing; oversight of the conference program budget; and evaluation of the conference and retreat program.

### **Essential Functions:**

- ▶ Assists in the marketing of SCICON conference and retreat facilities to potential conference and retreat clients for the purpose of increasing conference use at SCICON.
- ▶ Assists in the scheduling of conference and retreat groups for the purpose of improving the conference experience.
- ▶ Develops evaluation tools for conference and retreat groups for the purpose of improving the conference experience.
- ▶ Develops menus for conference and retreat groups for the purpose of meeting the food service needs and improving the conference experience.
- ▶ Develops summary reports regarding marketing, conference use, and conference budgets for the purpose of keeping the SCICON administration informed regarding the conference program.
- ▶ Monitors the budget of the conference and retreat program for the purpose of providing a financially sound program.
- ▶ Prepares invoices for conference and retreat events for the purpose of billing the conference groups.
- ▶ Prepares itinerary for conference and retreat groups for the purpose of improving the conference experience.
- ▶ Supervises conference staff including cooks, hosts, and custodians for the purpose of meeting the needs of the conference and retreat program.
- ▶ Supports the instructional program of SCICON, as needed, for the purpose of ensuring that SCICON programs run smoothly and adequately.
- ▶ Travels to various locations within the county, as well as, occasionally, out of county for the purpose of marketing the SCICON conference program, and observing other conference programs.

### **Skills, Knowledge and/or Abilities Required:**

- ▶ **Skills to:**
  - manage budgets;
  - present to audiences including youth and adults;
  - communicate effectively, verbally, and in writing;
  - facilitate the planning of conference events;
  - develop and produce marketing materials and strategies;
  - train and supervise conference staff;
- ▶ **Knowledge of:**
  - presentation techniques;
  - budget/contract administration;
  - basic understanding of computers, email, and Internet;
  - basic understanding of common computer software including MS Word and Excel;
- ▶ **Ability to:**
  - use a computer to produce materials, schedules, reports, etc.;
  - manage multiple high-level responsibilities and tasks;
  - work collaboratively with diverse individuals and groups;
  - analyze problems and identify solutions;
  - organize and work on multiple projects simultaneously;
  - organize the workload;
  - work as a team member.

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; directing other persons within a department, large work unit, and/or across several small work units; and supervising the use of funds. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to significantly impact the Organization's services. The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and some fine finger dexterity. Generally the job requires 45% sitting, 45% walking, and 10% standing. The job is performed under minimal temperature variations.

### **Experience Required:**

- ▶ Job-related experience with increasing levels of responsibility is desired.
- ▶ Three years of experience in a related field i.e., managing a program that requires significant marketing expertise and scheduling may be accepted in lieu of a Bachelors' degree.

### **Education Required:**

- ▶ High school diploma or the equivalent.
- ▶ Bachelors' degree in job-related area preferred.

### **Other Requirements:**

- ▶ Ability to work a flexible schedule including some evenings and weekends.

### **Certificates, Licenses, Clearances, Testing or Bonding Required:**

- ▶ Valid California driver's license and proof of automobile insurance.
- ▶ Department of Justice and FBI Fingerprint Response.

**FLSA Status:** Exempt

**January 2012**

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.