

City of Rapid City Job Description

Job Title	The Monument Business Manager		
Job Code:	CCBM	Job Family:	
Pay Grade:	NU22	Date Revised:	12/22/2020
FLSA Status:	Non-Exempt		

General Summary: This position is responsible for insuring proper accounting controls exist to safeguard public assets, and assist s the General Manager in coordinating building-wide efforts to achieve planned goals.

Essential Duties and Responsibilities:

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

- Serves as Acting Assistant General Manager in the absence of the General Manager.
- Administers overall fiscal management of The Monument operations including, but not limited to, planning, organizing, and directing of financial and personnel activities.
- Administers and manages all The Monument capital management projects including negotiations with contractors after establishment of contract terms, day to day project oversight and control, and final project approval, as directed by the General Manager and Board of Directors.
- Formulates and implements long range goals and objective for improvement and efficient facility utilization.
- Prepares financial trends, analyses of revenues, expenditures, debt services, debt financing, and other necessary information for sound financial management decisions.
- Develops staffing plans, budgets, and capital and operational funding.
- Selects, hires, directs, and supervises The Monument personnel.
- Works directly with promoters for financial settlement of events.
- Maintains the professional image and general positive public relations with artists, lessees, tenants, other City departments, staff, and the community.
- Serves in the rotations with other senior staff as Manager on Duty for major events.

Qualifications:

Education and/or Experience:

Bachelor's degree from four-year college or university in administration, accounting and/or finance, and five years related experience and/or training in the accounting field or entertainment related industry.

Certificates, Licenses, Registrations:

Must possess a valid South Dakota driver's license or ability to obtain within 30 days from date of hire.

Working Conditions:

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 noise level in the work environment is usually moderate.

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 regularly required to use hands to finger, handle, or feel. The employee is frequently required to sit; reach with hands and arms and talk or hear. The employee is occasionally required to stand; walk; climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and depth perception.