

**RESOLUTION No. 25-285**

**A RESOLUTION OF THE MAYOR AND THE CITY COUNCIL OF THE CITY OF DORAL, FLORIDA, APPROVING THE JOB DESCRIPTIONS, APPLICABLE SALARY SCALE, AND APPLICABLE PERFORMANCE MEASURES AND METRICS FOR POSITIONS IN THE 2025-26 FISCAL BUDGET AS APPROVED BY THE CITY COUNCIL; APPROVING THE UPDATED CITYWIDE PAY PLAN TO INCLUDE RECLASSIFICATION OF VACANT POSITIONS WITHOUT AFFECTING HEADCOUNT OR REQUIRING A BUDGETARY ADJUSTMENT; PROVIDING FOR IMPLEMENTATION; PROVIDING FOR INCORPORATION OF RECITALS; AND PROVIDING FOR AN EFFECTIVE DATE**

**WHEREAS**, the approved and adopted 2025-2026 Fiscal Year Budget for the City of Doral (the “City”) did not contemplate the creation and provided funding and headcount for the newly created position in the City, including: “Cultural Arts Facilities Administration”; “Chief of Park Facilities”; “Chief of Recreation”; and

**WHEREAS**, Section 2-7 of the City Code of Ordinance requires, in part that “the creation of new full time employment positions” be approved by the Mayor and City Council, along with “[a] complete description of the duties and responsibilities of the position created or modified; the applicable salary scale and other monetary and non-monetary benefits attached to the position created or modified; and the applicable performance measures and metrics to be utilized in assessing the performance of individuals that will be hired to fill the position created or modified”; and

**WHEREAS**, staff has recommended approval of the job descriptions, salary scale, performance measures and metrics, associated with the Position, as provided in the December 10, 2025, Memorandum from the Humans Resources Department, which is attached hereto as Exhibit “A” and incorporated herein and made a part hereof by this reference; and

**WHEREAS**, via Resolution 15-88, in May of 2015, the City Council approved a citywide Job Classification and Pay Plan (the “Pay Plan”), which specified the new and/or revised job titles and corresponding pay ranges for all City employees; and

**WHEREAS**, via Resolution 21-187, on August 11, 2021, the City Council approved citywide Job Classification and Pay Plan adjustments (the “Pay Plan”), which specified revision on job titles, duties, salary adjustments, ensuring that said adjustments would fall within approved pay ranges; and

**WHEREAS**, via Resolution 25-337, on September 17, 2025, the City Council approved the citywide Job Classification and Pay Plan for fiscal year 2025-2026. Changes in the organizational structure, such as the creation of new positions, requires for the City to adjust the Pay Plan to account for the revisions and adjustments of the pay plan to reflect new positions and/or approved budgetary adjustments; and

**WHEREAS**, staff has recommended for the City Council approve the updated Pay Plan, attached hereto as Exhibit “B”, which is incorporated herein and made a part hereof by this reference, that takes into account the new positions and budgetary adjustment for fiscal year 2025-2026.

**NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND THE CITY COUNCIL OF THE CITY OF DORAL, FLORIDA, AS FOLLOWS:**

**Section 1. Recitals.** The above recitals are confirmed, adopted, and incorporated herein and made a part hereof by this reference.

**Section 2. Approval.** The job description, salary scale, and performance measures and metrics associated with the “Cultural Arts Facilities Administration”; “Chief of Park Facilities”; “Chief of Recreation”; as provided in Exhibit “A” and Exhibit “C”, are hereby approved. The updated Pay Plan, attached in Exhibit “B”.

**Section 3. Authorization.** The City Manager and the City Attorney are hereby authorized to take such other action as is necessary to implement the provisions of this Resolution.

**Section 4. Effective Date.** This Resolution shall take effect immediately upon adoption.

The foregoing Resolution was offered by Councilmember Reinoso who moved its adoption. The motion was seconded by Councilmember Pineyro and upon being put to a vote, the vote was as follows:

Mayor Christi Fraga	Yes
Vice Mayor Digna Cabral	Yes
Councilman Rafael Pineyro	Yes
Councilwoman Maureen Porras	Absent
Councilwoman Nicole Reinoso	Yes


PASSED AND ADOPTED this 10 day of December, 2025.

  
\_\_\_\_\_  
CHRISTI FRAGA, MAYOR

ATTEST:

  
\_\_\_\_\_  
CONNIE DIAZ, MMC  
CITY CLERK

APPROVED AS TO FORM AND LEGAL SUFFICIENCY  
FOR THE USE AND RELIANCE OF THE CITY OF DORAL ONLY:

  
\_\_\_\_\_  
LORENZO COBIELLA  
GASTESI, LOPEZ, MESTRE & COBIELLA, PLLC  
CITY ATTORNEY

# EXHIBIT “A”



## **CITY OF DORAL COUNCIL MEETING MEMORANDUM**

### **ITEM TITLE:**

A RESOLUTION OF THE MAYOR AND THE CITY COUNCIL OF THE CITY OF DORAL, FLORIDA, APPROVING THE JOB DESCRIPTIONS, APPLICABLE SALARY SCALE, AND APPLICABLE PERFORMANCE MEASURES AND METRICS FOR POSITIONS IN THE 2025-26 FISCAL BUDGET AS APPROVED BY THE CITY COUNCIL; APPROVING THE UPDATED CITYWIDE PAY PLAN TO INCLUDE RECLASSIFICATION OF VACANT POSITIONS WITHOUT AFFECTING HEADCOUNT OR REQUIRING A BUDGETARY ADJUSTMENT; PROVIDING FOR IMPLEMENTATION; PROVIDING FOR INCORPORATION OF RECITALS; AND PROVIDING FOR AN EFFECTIVE DATE

### **DEPARTMENT RECOMMENDATION:**

Approval

### **BRIEF HISTORY:**

In accordance with City Ordinance 2-7, the creation of new full-time positions requires approval from the Mayor and City Council. This includes providing detailed job descriptions, salary information, and performance metrics. Upon receiving approval from the City Manager's Office, the Human Resources Department worked with Parks and Recreation Department in preparing the establishment of three (3) new job classifications with respective job descriptions for the positions of: Cultural Arts Facilities Administrator, Chief of Parks Facilities, and Chief of Recreation. If approved, these positions will be part of the 2025-2026 Fiscal Budget, the department will have no increase to the personnel headcount, they will be reclassifying existing positions.

Job descriptions, pay grades, and FLSA designations for the new positions were determined through a job analysis conducted by Evergreen Solutions, LLC. Based on these findings and budgetary adjustments, the Human Resources Department has updated the Citywide Classification and Pay Plan. Please see Exhibit B.

#### **New job classifications:**

- Cultural Arts Facilities Administrator:  
The salary range is \$75,963.49 to \$121,541.57 annually. The position grade is I 16.
- Chief of Park Facilities:  
The salary range is from \$85,231.44 to \$136,370.31 annually. The position grade is I 18.
- Chief of Recreation:  
The salary range is from \$85,231.44 to \$136,370.31 annually. The position grade is I 18.

All job classifications will be evaluated annually using the performance metrics and competencies outlined below:

- Skill level and Job knowledge: The employee's proficiency in the required skills and knowledge, as well as their grasp of the entire job process.
- Quality of work: The employee's ability to perform work accurately, completely, and thoroughly, while paying close attention to details and ensuring adherence to standards and guidelines.
- Quantity of work: The employee's productivity in terms of the amount of work accomplished and the effectiveness of their work, along with their ability to handle interruptions and adapt to changing circumstances.
- Initiative and Interpersonal Development: Employee's initiative, resourcefulness, and commitment to professional development. The employee's drive to go above and beyond and continually learn.
- Dependability: The employee's record of attendance and punctuality, as documented in their timekeeping records.
- Planning and Organizing skills: The employee's capacity to analyze complex problems, set priorities, and organize their tasks efficiently, while also ensuring a clean and organized work environment.
- Communications Skills/Job courtesy and Behavior: The employee's ability to communicate clearly and effectively in both written and oral forms with colleagues and customers. Additionally, their personal demeanor, attitude, and approach to their work, interactions with others, and overall job responsibilities.
- Judgment and Problem solving: The employee's ability to identify problems, evaluate potential solutions, and make informed decisions.

<b><i>Each position will be evaluated using the following Scale</i></b>	<b><i>Description</i></b>
4 = Outstanding	Consistently exceeds expectations, driving innovation and demonstrates a strong commitment to improving departmental efficiency and effectiveness.
3 = Above Satisfactory	Consistently exceeds job expectations and demonstrates superior competency.
2 = Satisfactory	Employee is performing as required and expected in an entirely satisfactory manner.
1 = Needs Improvement	Performance does not fully meet requirements.
0 = Unacceptable – Mandatory Revaluation	Performance is inadequate and must be corrected

**Updated Citywide Pay Plan:**

On August 11, 2021, the City Council, via Resolution 21-187, approved a Pay Plan which specified the new and/or revised job titles and corresponding pay ranges for all City employees.

As new positions are created, and/or existing positions are modified, the Pay Plan should be revised to account for these changes. Via Resolution 25-337, the Human Resources Department updated the City Pay Plan for fiscal year 25-26. A copy of the updated Pay Plan is attached to this memorandum.

**LEGISLATIVE ACTION: (IF APPLICABLE)**

Date:	Resolution/Ordinance No.	Comments
09/30/2024	Resolution No. 24-227	Approved
01/27/2025	Resolution No. 25-39	Approved
03/12/2025	Resolution No. 25-66	Approved
05/14/2025	Resolution No. 25-135	Approved
09/17/2025	Resolution No. 25-337	Approved

**FINANCIAL INFORMATION: (IF APPLICABLE)**

No.	Amount	Account No.	Source of Funds
1.	\$62,940.00	001.90005.500.120	General Fund
2.	\$17,927.00	FICA/ MICA & Retirement Accts.	General Fund
Total:	\$80,867.00		
<b>Fiscal Impact Statement:</b> The Fiscal Impact for three (3) proposed positions is included in the FY 25/26 budget proposal.			

**STRATEGIC PLAN ALIGNMENT:**

How does this item align with the City's Strategic Plan?

**ATTACHMENT(S):**

- A. Resolution.
- B. Pay plan.
- C. Job Descriptions.

# EXHIBIT “B”





**CITY OF DORAL**  
**CLASSIFICATION & PAY PLAN**  
**OCTOBER 1, 2025 TO SEPTEMBER 30, 2026**  
**NEW POSITIONS FY 2025-2026**

**EXHIBIT B**

New Classification FY 25-26	Department	Pay Grade	Minimum (Yearly)	Minimum (Hourly)	Middle (Hourly)	ddle (Hour	Maximum. (Hourly)	Maximum. (Hourly)
Cultural Arts Facilities Administrator	Parks & Recreation	116	\$75,963.49	\$36.52	\$98,752.53	\$47.48	\$121,541.57	\$58.43
Chief of Parks Facilities	Parks & Recreation	118	\$85,231.44	\$40.98	\$110,800.87	\$53.27	\$136,370.31	\$65.56
Chief of Recreation	Parks & Recreation	118	\$85,231.44	\$40.98	\$110,800.87	\$53.27	\$136,370.31	\$65.56

# EXHIBIT “C”



## **City of Doral, FL Classification Description**

**Classification Title:** Chief of Recreation  
**Department:** Parks & Recreation  
**Pay Grade:** 118  
**FLSA Status:** Exempt

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### **GENERAL STATEMENT OF JOB**

This position provides leadership and administrative oversight for the Recreation Division, directing the operations and programming of all recreation centers, Doral Central Park, and the Doral Aquatic Center. The position supervises a large team of full-time and part-time staff, manages budgets, procurement activities, grants, contracts, and performance measures, and ensures the development and delivery of high-quality recreation programs, services, and standards. This role coordinates with City departments, outside agencies, program providers, and community partners to support division goals, enhance community engagement, and ensure effective and efficient recreation operations.

### **SPECIFIC DUTIES AND RESPONSIBILITIES**

#### **Essential Functions:**

- Directs and oversees the Recreation Division, including recreation centers, active parks, Doral Central Park facilities, and aquatic programming.
- Provides leadership for staff across multiple sections, including supervision, performance management, and recommendations for discipline, promotions, transfers, and salary adjustments.
- Coordinates division-wide activities with other City departments, outside agencies, program providers, and community organizations.
- Supervises the development, coordination, and implementation of recreational programs, activities, and services for all groups and interest levels, including in-house, contracted, partnership, and Council-directed initiatives.
- Promotes community engagement through partnerships, sponsorship development, stakeholder relations, and public communication.
- Responds to public inquiries, program requests, and community needs.
- Researches and develops training policies, standard operating procedures, operational standards, and schedules based on identified needs, evaluations, and regulatory requirements.
- Coordinates with divisions and departments to establish consistent business practices, operational procedures, and training standards.
- Compiles and maintains statistical data and develops performance measures and evaluation processes for recreation programming, rentals, staffing, providers, and administrative operations.

- Oversees preparation and administration of the Recreation Division's annual revenue and expense budgets, including trend analysis, cost control, and monitoring of revenues and expenditures.
- Works with procurement to prepare and issue bids, solicit quotes, and acquire equipment, materials, and services needed for programming, operations, and special projects.
- Prepares, submits, and manages grants from local, state, and national agencies that support recreation programs and events.
- Assists in the development, coordination, and implementation of capital improvement projects.
- Manages contracts and agreements for recreation-related services, joint-use arrangements, and partnership-based facility use.
- Supports Citywide special events as they relate to recreation programming, facility use, staffing, and operational needs.
- Handles multi-divisional conflict resolution, crisis response, emergency preparedness, and after-action coordination to ensure safety, operational continuity, and effective response to incidents.

**Additional Duties:**

- Performs other related job duties as assigned.

**MINIMUM EDUCATION AND TRAINING**

- Must possess bachelor's degree in arts administration, public administration, event management, hospitality management, or a related field; master's degree preferred.
- Five (5) years of experience in recreation administration, program management, or facility operations; or an equivalent combination of education and experience.
- Certification as a Certified Parks and Recreation Professional (CPRP), Aquatic Facility Operator (AFO) or Certified Pool Operator (CPO) is preferred.
- Must possess a valid driver license with an acceptable driving record.

**MINIMUM QUALIFICATIONS AND STANDARDS REQUIRED**

**Knowledge, Skills and Abilities:**

- Knowledge of principles and practices of recreational programming, facility operations, and community recreation services.
- Knowledge of budgeting, procurement procedures, contract administration, and grant management.
- Knowledge of safety standards, emergency preparedness requirements, and relevant federal, state, and local regulations.
- Knowledge of supervisory principles, including staffing, training, performance evaluation, and disciplinary procedures.
- Skill in planning, organizing, and coordinating recreation programs, special events, and facility operations.

- Skill in analyzing data, developing performance measures, and evaluating program effectiveness.
- Ability to interpret and apply policies, procedures, codes, and operational standards.
- Ability to communicate clearly and effectively, both verbally and in writing, with staff, community members, and partner organizations.
- Ability to establish and maintain effective working relationships with City departments, agencies, contractors, program providers, sponsors, and the public.
- Ability to resolve conflicts, make sound decisions, and respond effectively to emergencies and operational issues.

**Physical Requirements:**

- The work is classified as light work, which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Duties require frequent standing, walking, reaching, handling, fingering, grasping, and repetitive motion when overseeing recreation activities, visiting facilities, or conducting inspections. The position also requires occasional climbing, balancing, kneeling, stooping, crouching, pushing, pulling, and lifting when accessing equipment, storage areas, or elevated locations within recreation facilities and parks. Visual acuity is necessary for preparing and reviewing documents, viewing a computer terminal, conducting facility observations, and monitoring program activities. The position requires the ability to hear and speak clearly, including in loud or busy environments, and sufficient mental acuity to make decisions, solve problems, and respond effectively to emergencies or operational issues.

**Work Environment:**

- Work is performed in both office and field environments. Office duties involve regular exposure to computer screens, standard office equipment, and typical administrative conditions. Fieldwork may involve exposure to outdoor weather conditions, heat, humidity, noise, crowds, and varying lighting levels within recreation centers, parks, and event sites. The position requires travel between multiple locations and may include occasional evening, weekend, or holiday hours to support recreation programming, community events, emergencies, or operational needs.



## **City of Doral, FL Classification Description**

**Classification Title:** Chief of Park Facilities  
**Department:** Parks & Recreation  
**Pay Grade:** 118  
**FLSA Status:** Exempt

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### **GENERAL STATEMENT OF JOB**

This position provides leadership, administration, and oversight of the Parks Division, ensuring the effective operation, maintenance, and enhancement of the City's parks and recreational facilities. This position directs a diverse team of employees and contractors in the management of buildings, grounds, irrigation systems, pest control, and park structures across all park locations. The role oversees daily operations, coordinates semi-skilled maintenance activities, ensures safe and well-maintained public spaces, and collaborates with City departments, vendors, and community partners to support the overall functionality, appearance, and sustainability of the park system.

### **SPECIFIC DUTIES AND RESPONSIBILITIES**

#### **Essential Functions:**

- Oversees the daily maintenance and operations of active parks, recreation centers, passive parks, the aquatic center, cultural center, and bike trails.
- Directs the general maintenance of athletic facilities, park grounds, buildings, furniture, irrigation systems, pump and sprinkler systems, landscaping, pest control, and other park-related infrastructure.
- Oversees semi-skilled work in carpentry, masonry, painting, and related building and grounds maintenance tasks.
- Prepares and maintains maintenance, inspection, and service schedules for park equipment, vehicles, and machinery.
- Supervises Parks Division staff and third-party operators, determining efficient work assignments and monitoring performance.
- Works with leadership to address employee issues; recommends and approves discipline, discharge, transfers, promotions, and salary adjustments.
- Develops and implements training policies, standard operating procedures, and training schedules based on operational needs and regulatory requirements.
- Assists in preparing and administering the Parks Division's annual operating budget, including monitoring expenditures, revenues, and cost-control activities.
- Works with procurement staff to prepare and issue bids, and prepares solicitations for quotes for equipment, materials, and services.
- Manages maintenance and operational contracts such as landscaping, custodial services, waste disposal, concessions, and building systems (HVAC, alarms, elevators).

- Compiles and maintains statistical data and develops performance measures and evaluation processes for maintenance operations.
- Coordinates with divisions and departments to establish operational standards, training standards, and consistent business practices.
- Supervises the development and implementation of capital improvement projects.
- Assists in sourcing, preparing, and managing grants that support parks programs, facilities, and events.
- Provides support for Citywide special events as they relate to park maintenance and security.
- Oversees the Park Ranger Division, including supervision, evaluations, and disciplinary recommendations.
- Manages multi-divisional conflict resolution, crisis intervention, emergency preparedness, and after-action coordination to ensure safe park operations.

**Additional Duties:**

- Performs other related job duties as assigned.

**MINIMUM EDUCATION AND TRAINING**

- Must possess bachelor's degree in arts administration, public administration, environmental management, or a related field.
- Five (5) years of experience in parks operations, facility maintenance, grounds management, or a closely related area; or an equivalent combination of education and experience.
- Certification as a Certified Parks and Recreation Professional (CPRP), Aquatic Facility Operator (AFO) or Certified Pool Operator (CPO), or Certified Playground Safety Inspector (CPSI) is preferred.
- Must possess a valid driver license with an acceptable driving record.

**MINIMUM QUALIFICATIONS AND STANDARDS REQUIRED**

**Knowledge, Skills and Abilities:**

- Knowledge of modern practices and procedures related to parks operations, grounds maintenance, facility management, and public space stewardship.
- Knowledge of landscaping, irrigation systems, pest management, and building maintenance techniques.
- Knowledge of safety standards, emergency preparedness practices, and applicable federal, state, and local regulations.
- Knowledge of budget preparation, procurement procedures, contract administration, and cost-control methods.
- Skill in supervising, training, evaluating, and motivating employees and contractors.
- Skill in planning, organizing, and coordinating maintenance activities, capital projects, and operational workflows.

- Ability to interpret and apply policies, procedures, codes, and operational standards.
- Ability to communicate clearly and effectively, both verbally and in writing.
- Ability to establish and maintain effective working relationships with City staff, contractors, vendors, and the public.
- Ability to analyze problems, evaluate alternatives, and implement effective solutions.

**Physical Requirements:**

- The work is classified as light work, which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Duties require frequent standing, walking, reaching, handling, fingering, grasping, and repetitive motion when overseeing maintenance activities, conducting inspections, or operating standard tools and equipment. The position also requires occasional climbing, balancing, kneeling, stooping, crouching, pushing, pulling, and lifting when accessing facilities, equipment, park structures, or elevated work areas. Visual acuity is required to prepare and review documents, inspect facilities, operate a computer, and observe maintenance conditions. The position requires the ability to hear and communicate clearly, including speaking in loud or noisy environments, and the mental acuity to make sound decisions and respond effectively to operational issues, emergencies, and crisis situations.

**Work Environment:**

- Work is performed in both office and field environments. Office duties involve regular exposure to computer screens and typical business equipment. Fieldwork may involve exposure to outdoor weather conditions, heat, humidity, uneven terrain, moving mechanical parts, loud noise levels, dust, chemicals used in grounds and facility maintenance, and varying lighting conditions. The position requires travel between park sites, recreation facilities, and project locations, and may require occasional evening, weekend, or holiday hours to support department operations, special events, emergencies, or urgent maintenance needs.





## **City of Doral, FL Classification Description**

**Classification Title:** Cultural Arts Facilities Administrator  
**Department:** Parks & Recreation  
**Pay Grade:** 116  
**FLSA Status:** Exempt

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### **GENERAL STATEMENT OF JOB**

This position is responsible for planning, administering, developing, organizing, budgeting, and evaluating the operations of the City's cultural facilities and related events, programs, and activations. Responsibilities include direct oversight of the Doral Cultural Arts Center, Doral Amphitheater, public art installations, festive holiday displays, cultural amenities, and rentable assets used for public and private events. The position also provides supervision and direction to assigned employees.

### **SPECIFIC DUTIES AND RESPONSIBILITIES**

#### **Essential Functions:**

- Oversees the management and daily operations of the Doral Cultural Arts Center, Doral Amphitheater, event rental amenities, and public art, including staffing, programming, maintenance, and operations.
- Oversees the City's operator management agreement for the Doral Amphitheater.
- Assists with the implementation of capital improvement projects for cultural facilities.
- Oversees procurement of supplies, equipment, and resources related to facility management and event production of cultural events, programs, and activations at the Doral Cultural Arts Center and other cultural amenities.
- Develops and coordinates a flexible, diverse calendar of cultural events that align with organizational goals and community interests.
- Coordinates and implements cultural events including planning, negotiating vendor terms, and arranging logistics such as food, beverages, entertainment, publicity, supplies, room scheduling, registration, and audio-visual needs.
- Oversees the development, procurement, and implementation of public art installations, festive holiday displays, and related activations.
- Researches, solicits, and prepares requests for proposals or quotes; analyzes bids and recommends vendors.
- Develops operating budgets and capital improvement plans for cultural facilities, public art installations, and rentable assets.

- Develops operating procedures, business plans, use agreements, and rental packages for assigned facilities.
- Coordinates, assigns, and supervises the work activities of employees and volunteers for events.
- Supervises assigned personnel including hiring, assignments, discipline, grievance resolution, and formal performance evaluations.
- Plans and implements safety and emergency procedures for all events and activities and recommends improvements as necessary.
- Serves as a liaison with City departments, local businesses, vendors, contractors, and members of the public in the management of cultural events, public art, and facilities.
- Performs other related job duties as assigned.

**Additional Duties:**

- Performs other related job duties as assigned.

**MINIMUM EDUCATION AND TRAINING**

- Must possess Bachelor's Degree in arts administration, public administration, event management, hospitality management, or a related field;
- Five (5) years of experience in cultural facility operations, event/program management, public art administration, or a closely related area; or an equivalent combination of education and experience.
- Must possess a valid driver license with an acceptable driving record.

**MINIMUM QUALIFICATIONS AND STANDARDS REQUIRED**

**Knowledge, Skills and Abilities:**

- Knowledge of principles and practices related to cultural facility operations, event management, and public art administration.
- Knowledge of budgeting, procurement, and contract administration procedures.
- Knowledge of safety standards, emergency preparedness requirements, and risk-mitigation practices for public events.
- Skill in planning, organizing, and coordinating cultural programs, events, and facility activities.
- Skill in interpreting and applying policies, procedures, rules, and regulations.
- Ability to supervise, train, and evaluate the work of employees and volunteers.
- Ability to establish and maintain effective working relationships with City staff, vendors, contractors, community partners, and the public.
- Ability to communicate clearly and effectively, both verbally and in writing.

- Ability to manage multiple projects simultaneously and meet deadlines in a fast-paced environment.
- Must be fluent in spoken and written English. Ability to communicate in Spanish is a plus.

**Physical Requirements:**

- The work is classified as light work, which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Duties require frequent standing, walking, reaching, handling, fingering, grasping, and repetitive motion. The position also requires occasional climbing, kneeling, stooping, crouching, and balancing when accessing equipment, storage areas, or event spaces. Visual acuity is required for preparing and reviewing documents, operating a computer, and making general observations of facilities and event setups. The position requires the ability to communicate clearly, hear at normal speaking levels, and maintain the mental acuity necessary for decision making.

**Work Environment:**

- Work is performed in both office and event environments. Office work involves regular exposure to computer screens and typical business equipment. Event and facility work may involve exposure to outdoor weather conditions, noise, crowds, and varying lighting levels. The position may require occasional evening, weekend, and holiday hours to support cultural programs and special events.