OKLAHOMA TOURISM & RECREATION DEPARTMENT

VACANCY ANNOUNCEMENT

#090-14

TITLE:	Assistant Director – (4908)- Unclassified
LOCATION:	Oklahoma Film and Music Office – First National Center, Oklahoma City, OK
SALARY:	$45,000.00 - $50,000.00 Annually plus benefits
OPEN DATE:	**April 17, 2014**
CLOSE DATE:	**May 1, 2014**
EDUCATIONAND EXPERIENCE:	A Bachelor's degree in business administration, journalism, film or political science from an accredited college or university plus a minimum of two years of professional experience in business, entertainment or state government.
HOW TO APPLY:	Submit a Resume and Cover Letter* with current contact information during the announcement period listed above to:

Oklahoma Tourism and Recreation Dept.
Human Resources
120 N. Robinson, Suite 600
Oklahoma City, OK 73101
Phone: 405-230-8353
Fax: 405-230-8553

***** Cover Letter must include an accurate address and telephone number, as well as the title of the position for which you are applying.

TO BE CONSIDERED:

- Any individual may apply for an unclassified posting.
- OTRD is an Equal Opportunity Employer
- Cover letter and resume must be postmarked by the closing date on job announcement.

OKLAHOMA TOURISM AND RECREATION DEPARTMENT
OKLAHOMA FILM & MUSIC OFFICE
JOB DESCRIPTION
DEPUTY DIRECTOR

Under the general direction of the Director of the Oklahoma Film & Music Office, oversee and coordinate the administrative activities for the Division of Film & Music. Direct the work of staff, assist Director with annual budget, marketing efforts, and other efforts pursuant to the mission of the division. Assist in sales and outreach efforts both in and out of state, representing the office as needed. Oversee large-scale projects for the office including division website and databases.

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1. STAFF SUPERVISION & REVIEW
   Through weekly meetings and daily communication, track staff projects and coach and support staff as needed in achieving their established goals and duties; Monitoring of deadlines and benchmarks for marketing, locations, research projects, sponsorships, travel arrangements, meetings, website maintenance, intern coordination and all clerical tasks; Proof read staff writing and daily/weekly eblast content; Prepare initial, mid-year and year-end PMP forms and conduct PMP reviews following division Director's input

2. ASSIST DIRECTOR WITH REBATE PROGRAM
   Maintain knowledge of all guidelines and requirements governing the Oklahoma Film Enhancement Rebate Program; Assist Director with communication with projects, tracking of benchmark dates; drafting correspondence; trouble shooting; responding to queries; Assist with review of application and filing documents

3. PURCHASING COORDINATOR
   Responsible for division purchasing issues including requesting bids, securing all necessary paperwork from vendors, creating requisitions, providing any required documentation, ensuring receipt of invoices and a timely payments; Adheres to all state purchasing rules; Maintains purchasing records and supporting documentation; Maintains current tracking system for all division requisitions, purchase orders and warrants; Notify leadership of unusual purchasing issues

4. TIMEKEEPER
   Perform timekeeper functions for staff on weekly basis; Track staff leave balances and trouble shoot report descrepincies

5. PCARD APPROVING OFFICER for Development Coordinator-weekly approval of Pcard purchases, monthly approval of Pcard Statement

6. REPORTING AND RECORD KEEPING
   Track and comply with all Agency deadlines including HR paperwork, submission of reports and Action Items for Tourism Commission meetings, trainings, Fiscal Year transitions, periodically requested documents and reports from Agency Director or Deputy Director

7. BUDGET PREPARATION AND MONITORING
   Yearly review, preparation and electronic input of division manpower and expenditure budget with input and approval of Director; Daily and weekly budget monitoring through purchasing coordination; Monthly budget monitoring using expenditure budget vs. actual reports and monthly meetings with Music and Communications Coordinator regarding Marketing budget lines; Expenditure reports, recommendations and alerts to Director

8. Serve as a representative of the office at events and meetings as well as with clients; Occasional travel to in-state and out-of-state industry functions to represent OF&MO as needed; Session attendance* ,when required, at conferences and festivals; Set up and break down of booth or events as needed*

9. Assist Director on a daily basis with research, responses to calls and e-mails. Help diffuse difficult situations or any problems that may arise during the day

10. Serve as a back-up for Director in making public appearances and speeches as needed

*Physical requirements:
Session Attendance

- Travel on foot between venues up to a mile distance and at one event at 6900 ft. elevation
- Travel frequently required within a short window of time

Set up and break down of booth or events as needed

- Lifting and moving boxes weighing up to 30 lbs
- Bending at the knees
- Carrying materials up and down stairs
- Climbing ladders

Knowledge, Skills and Abilities: Has a calm and professional demeanor with an interest in Oklahoma film and music and their cultural significance. Has very strong communication and interpersonal skills and is a comfortable facilitating meetings. Can manage multiple deadlines and has the ability to prioritize tasks and keep organized. Has experience with diplomacy in managing, coaching, motivating and mentoring staff. Can effectively and positively trouble shoot difficult situations. Must provide a high level of confidentiality and discretion in all aspects of the job. Works well both as a part of a team and independently. Has basic knowledge of bookkeeping and budgeting. Must be able to work flexible hours with the possibility of occasional evenings or weekends and occasional travel.

Minimum Qualifications:
At least 5 years experience in a professional office setting; At least 2 years managerial experience with a proven track record in successfully managing staff; Proficient in all Microsoft Office products, some Mac experience helpful but not necessary