

Job Description

Job Title: Deputy CEO **Reports To:** President/CEO

Employment Status: FT
 PT
 Seasonal, Other

Wage/Hour Class: Exempt
 Non-Exempt

EEOC Class: _____ **Code:** _____

Work Week: Monday - Friday **Work Hours:** *8:30 a.m. To: 5:30 p.m.

Shift: Day
 Evening
 Night
 Rotating

*(Workweek and hours are determined by event/business schedule)

Department: Corporate **Position #:** NA **WC Risk Code:** _____

Employees Supervised:	<u>10</u>	Full-Time/Exempt
	<u>1</u>	Full-Time/Non-Exempt (<i>Shared</i>)
	<u>0</u>	Part-Time/Exempt
	<u>0</u>	Part-Time/Non-Exempt Temporary/Seasonal

Position Summary:

The Deputy CEO will work under the direction of the President/CEO during his final tenure with Lexington Center / Rupp Arena for the purpose of understanding and managing the roles and responsibilities associated with the President/CEO position. The Deputy CEO will work with the President/Chief Executive Officer to develop corporate strategy, goals, policies, and short/long term objectives for consideration, adoption and implementation by the Board of Directors. The Deputy CEO will work in conjunction with the President/CEO to provide leadership and develop revenue opportunities that result in profitability and corporate growth. Additional responsibilities include assisting in the administration of all corporate business and policies and meeting with the Board of Directors on corporate matters to provide progress reports. This position may also serve as a point of contact with the Lexington-Fayette Urban County Government Mayor, Members of the City Council, University of Kentucky and owner/operators of the Hyatt Regency Hotel. The Deputy CEO, under the

supervision of the President/CEO and through the full and part time staff, assists in executing the day to day operations of the company.

Essential Job Duties and Responsibilities:

1. In conjunction with the President/CEO, establish major goals for the Lexington Center Corporation for board review and ratification.
2. Assist in setting corporate goals and objectives, and developing operating policies to accomplish same.
3. Under the management of the President/CEO and with the assistance and support of the company's five executive staff members i.e. Director of Arena Management, Director of Business Affairs, Director of Convention Management, Director of Facilities Administration and Director of Human Resources, directs and oversees implementation of corporate goals/objectives, and management of over 115 full-time and 500 part-time employees.
4. Assists in developing Lexington Center budget for submittal to the Board of Directors for review and approval.
5. Regularly reviews department and annual corporate budget and overall financial performance.
6. Reviews all event contracts and rent agreements prior to completion and execution.
7. Negotiates and approves, under the management of the President/CEO, all company lease agreements.
8. Provides input for hiring, firing, training and directing personnel at the Department Head level.
9. In conjunction with the President/CEO, annually reviews the performance of senior executive staff.
10. Assists in managing all company purchase requisitions in excess of \$3,500.
11. Assists in the management and oversight of all construction renovation projects that include the following locations;
(a) Arena; (b) Exhibit Halls; (c) Opera House; (d) Triangle Park, (e) Retail Mall/Food Court.
12. Develops major promotions working with promoters and entertainers.
13. Works with appropriate staff in negotiating major contracts for events and trade organizations.
14. In conjunction with the President/CEO, assess on a regular basis the performance of management staff in implementing company goals.
15. May represent and serve as a company liaison for the Lexington Center at legislative sessions, committee meetings, formal functions and business matters involving the Lexington-Fayette Urban County Government, University of Kentucky and Kentucky State Government.

16. Present company reports at Board of Director meetings and assists in directing Board planning and policy-making committees.

Other Job Duties and Responsibilities:

Education Required:

- Grade School
- High School
- H.S. Diploma/GED
- Vocational/Technical
- Associate Degree
- B.S. or B.A.**

Job Related Experience Required:

- None
- 1-Year
- 2-Years
- 3-Years
- 4-Years**
- 7-10Years

Degree or Vocational Training Should Be In:

Degree in Business Administration/Management or related business/public administration field is preferred.

Job Related Experience:

Minimum of four years' experience in a responsible leadership/management position, preferably in the Public Facility Industry i.e. arena, stadium, convention center.

Job Knowledge, Skills, Other Requirements/Equipment, Tools or Machinery:

1. Must have an in depth working knowledge of business management principles, real estate asset management, finance, accounting and state/local government operations.
2. Must have excellent written and verbal communication and interpersonal skills.
3. Ability to communicate and interact with officials at all levels of government, business and industry and work effectively with a wide range of constituencies in a diverse community.
4. Ability to motivate staff and successfully manage a variety of corporate projects.
5. Ability to develop and deliver effective professional business/operational presentations.
6. Ability to develop effective financial plans, manage corporate assets, analyze/interpret financial data and reports for the purpose of developing strategic business plans for review and approval by the Board.

Physical Requirements:

Requires a full range of body motions including seeing and hearing to normal range.

Working Conditions:

Working is performed in an enclosed building environment with occasional exposure to outside elements

Licensure, Certification:

Valid driver's license.