

Anoka Hennepin Independent School District #11

Position Standard

Conference Services Supervisor

The Conference Services Supervisor will be responsible for day-to-day management of the Staff Development Center. A primary function of this position will include scheduling of events and activities, assisting meeting planners and program presenters, assisting with equipment and technology needs, and ensuring that all programs run smoothly. In addition, this position will schedule and do payroll for Conference Services staff.

Essential Functions:

- Responsible for the day-to-day management of the Staff Development Center to ensure all programs/events run smoothly.
- Responsible for the day-to-day management of district reception.
- Monitor and determine equipment repair and replacement for the Staff Development Center and District Reception.
- Make decisions regarding eligibility, priority and scheduling of events and activities at the Staff Development Center and Sandburg Education Center.
- Schedule events and activities at the Staff Development Center and Sandburg Education Center using rSchoolToday Facility Scheduler.
- Maintain and update the electronic informational monitors within the Staff Development Center.
- Maintain and update the district electronic sign for the Anoka-Hennepin Educational Service Center.
- Set up rooms, including technology, for activities and events at the Staff Development Center.
- Assist meeting planners and program presenters with equipment and technology needs.
- Act as a liaison to the Child Nutrition Program and custodial staff for meeting needs.
- Act as rental agent of the Staff Development Center and Sandburg Education Center and invoice rental groups.
- Carry out day-to-day troubleshooting at the Staff Development Center.
- Direct and assist district staff at the Staff Development Center reception area.
- Maintain supplies and equipment for staff development.
- Provide supervision for one FT and two PT clerical positions.
- Provide supervision for Staff Development Center night and weekend building security.
- Schedule, process and complete payroll for clerical and building security positions within the Staff Development Center.
- Perform all other duties as assigned by supervisor.

Minimum Qualifications:

- High School Diploma or equivalent.
- Strong interpersonal communication and organizational skills to effectively support staff and administration.
- Proficient with Microsoft Office products, including Word, PowerPoint, Excel and Outlook.
- Familiarity with K-12 and Community Educational programming.
- Effective problem solving skills.
- Ability to multi-task.

Conference Services Supervisor

- Must be able to lift a minimum of 25 pounds.
- Ability to maintain regular attendance, which includes completing an assigned day.
- Ability to perform position responsibilities including physical factors, work devices and materials handling, data functions, and people functions.

Preferred Qualifications:

- Two plus years supervisory experience preferred.
- Two plus years customer service experience preferred.
- Experience and knowledge of a variety of technology hardware and networking preferred
- Experience working with diverse populations.

Physical Factors include:

Frequent: standing, walking, sitting, simple grasp, firm grasp, feeling, talking, hearing & visual accommodation;

Occasional: lifting above shoulder, lifting waist to chest, lifting below the waist, carrying, pushing, pulling, climbing, stooping, kneeling, crouching, squatting, crawling, twisting/pivot, reaching, and fine manipulating.