

THE COUNCIL OF STATE GOVERNMENTS
Job Description

TITLE: Operations and Meetings Manager

CLASSIFICATION: G-7

FLSA DESIGNATION: Exempt

REPORTS TO: Deputy Director

GROUP: WESTERN OFFICE

DUTIES:

Full-time position with the Council of State Governments-*WEST* (CSG-*WEST*), a nonprofit, nonpartisan organization serving Western state legislatures located in Sacramento, California. The position requires effective leadership, planning, decision-making and communication skills to manage the organization's meeting management and administrative operations team. For more information about CSG-*WEST*, please visit www.csgwest.org.

RESPONSIBILITIES INCLUDE (but not limited to):

- Supervise, manage and lead the office's Meeting Management and Operations Team, comprised of four members (that includes this position), including the delegation of assignments and tasks, and directing multiple project workflows and deadlines;
- In collaboration with senior and policy staff, oversee and coordinate meeting logistics for CSG-*WEST* forums, including the Annual Western Legislative Conference, Western Legislative Academy, Executive Committee, and other events. This includes the management, delegation and carrying out of tasks related to meeting registration, function room space assignments and set-ups, facility guest room coordination, handling of program speaker logistics, preparation of signage and briefing packets, identification, contracting and coordination of Internet and audio-visual needs and other conference needs;
- Serve as the lead liaison to the Director of Finance and Development on the planning and execution of meeting management responsibilities under the project direction of that Director for the above referenced CSG-*WEST* forums, including assistance in the coordination and communication with host states, venue locations, catering, sponsor contacts, and other stakeholders as needed;
- Plan, oversee and undertake work-flow preparations and execution of office mass mailings and other member communication outreach efforts in coordination with policy staff, directors and administrative staff;

- Provide and/or delegate operational and administrative support as needed for CSG-*WEST* Committee members and staff, which include office telecommuters;
- Supervise the management of day-to-day office operations, protocols and material management, including, but not limited to, general office accounting, equipment, file management and storage, publication inventory and general office maintenance;
- Supervise the management and maintenance of the office's database and website; and
- Provide recommendations and insight to senior staff on meeting management and administrative operations as needed;

EXPERIENCE:

General:

Candidate must be detailed-oriented, dependable, accountable, customer service oriented and able to follow-thru on the organization's objectives. They must be able to multi-task, work under pressure, communicate effectively, take initiative and exhibit strong organizational skills to prioritize workloads, delegate duties and meet deadlines. Candidate must have strong management and inter-personal skills to lead a team and have excellent computer skills utilizing Microsoft XP programs, Internet applications, and database experience.

Minimum Experience:

CSG-*WEST* is seeking a candidate with at least three-years of meeting planning/ management experience. The candidate must also have experience supervising and managing staff, as well as a general understanding of personnel and office protocols.

Experience with state legislative or executive branch institutions, or non-profit membership associations that involved extensive meeting planning is a plus.

EDUCATION:

Minimum of two-year college or business degree. Four-year degree a plus.

SALARY RANGE: \$47,000 - \$60,000, commensurate with experience. CSG-*WEST* also offers competitive health, dental and vision benefits, among others.

DEADLINE AND SUBMITTAL REQUIREMENTS: Interested individuals should apply at: <https://secured.csg.org/csg/jobs> and submit a cover letter, resume and three references. All materials must be received by 5:00 p.m., Pacific Standard Time, on **Friday, February 19, 2010**.

Note: Candidates that do not meet the minimum experience and education requirements will not be considered.

CSG is an Affirmative Action/Equal Employment Opportunity Employer