



**ECTOR COUNTY, TEXAS  
HUMAN RESOURCES DEPARTMENT**

**ASSISTANT DIRECTOR  
COLISEUM**

The Ector County Coliseum is in need of a Coliseum Assistant Director. The Coliseum Assistant Director will aid in the operation of the Ector County Coliseum Complex. The Coliseum Assistant Director will be under the supervision of the Ector County Coliseum Director.

**PRIMARY DUTIES:** Supervise and maintain building functions as they pertain to events on the Coliseum Complex. Oversee and aid in office activities in the areas of event management, budgeting, processing expenditures, and revenues brought in. Aid in necessary labor to keep events functioning.

**QUALIFICATIONS:** Minimum high school diploma or higher levels of education. Experience in event management or business/public administration preferred.

**SALARY:** DOE; beginning \$20.70 p/h plus excellent benefits.

**DEADLINE: UNTIL A SUFFICIENT AMOUNT OF APPLICATIONS HAVE BEEN SUBMITTED FOR CONSIDERATION.**

Please apply at the Ector County Annex Building located at 1010 E. Eighth Street, Human Resources Department, room 630, Odessa, Texas. Ector County does not discriminate on the basis of race, color, national origin, sex, religion, age and disability in employment or the provision of services.

**NOTICE:** Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. This employer will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DJHS), with information from each new employee's Form I-9 to confirm work authorization. Passing a pre-employment urinalysis drug screen is required.

12/02/2020

Job #238