



Memo

To: Personnel and Finance Chair and Committee Members

From: Adam Heffron – Center Executive Director

Date: November 10, 2022

Re: Request to fill vacant 1.0 Deputy Director – Event & Guest Services position

County Ordinance 29.52 (15) requires the Personnel and Finance Committee and the County Executive to approve filling positions which are vacant for longer than six (6) months. The Alliant Energy Center is respectfully seeking approval to fill its funded 1.0 FTE Deputy Director – Event & Guest Services position (Position #3297). Through help from the County Board and subsequent adoption by the County Executive, this position remains fully funded through the recent budget process.

1. What is the nature of the work or what is the essential function of the position?

The Alliant Energy Center is able to best fulfill its mission when it has 3 Departments:

- 1) Event and Guest Services
- 2) Administration
- 3) Facilities and Operations

This position oversees one of these three crucial departments to fulfilling the Center's mission. By having this member of the senior management team, the Center has the proper structure to support and train its employees to execute successful events and to provide a high level of service to the community.

2. How has this function been fulfilled without this position?

From May 2022 to present, this position has been unfilled. AEC interim management left this position vacant to allow the new Center Executive Director to fill the position in the manner the he saw fit. Now that I have been in my role for over two months, I strongly see the value in the three department structure and would like to have this position filled.

3. What will be the impact on the Department's function and mission if the position remains vacant?

The Event and Guest Services Department is the client facing department responsible for both sales and event coordination. Having a strong leader in this department will help to ensure that the AEC is able to solidify and strengthen relationships with existing clients, build new clients and win some clients back who left during the pandemic and management transition. In this way, this role is a vital member of the management team who will work to train and support existing staff and recruit and retain new staff to rebuild the AEC.