



## 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 Event Exhibitor Specialist 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 Event Exhibitor Specialist position (Position #3103). 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 has thousands of exhibitors annually. This position is the front line to serving the exhibitors who come to the Center. The position ensures that exhibitors have their orders placed and filled correctly and have their questions answered before, during and after the event. This work enhances the experience of the exhibitors and allows them to best provide service to the guests. It also allows the AEC to maximize a significant revenue center for the facility.

In addition, the position supports other staff in the Event and Guest Services Department and coordinates the camping functions on campus.

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

From February 2022 to present, event coordinators and accounting staff have filled in for this position along with LTE service desk workers. This has created many hours of overtime in the department and the AEC has been less timely in fulfilling requests from exhibitors.

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

This position being filled is crucial to our day-to-day operations, as the person in this position serves as the point person for all exhibitors and campers in addition to supporting the Event and Guest Services Department. Without this position, the AEC is less able to fulfill its overall mission of providing excellent service to all clients and attendees. Having a staff person dedicated to providing detailed attention to the exhibitor and camping areas of our operation is the best way to excel at delivering this service.