

EVENTS COORDINATOR

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under general supervision, coordinates and oversees the activities and events in the City's event facility including developing marketing materials, performing public relations duties, planning and coordinating events; ensuring security, inventory, and facility condition standards are maintained, and directly supervising events.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices:

1. Participate in facility marketing activities; develop and modify brochures, fliers, media advertisements, rental packets, and related publications; prepare and review promotional materials.
2. Coordinate and initiate the planning of facility events including banquets and special events; coordinate scheduling of facilities and services; coordinate facility reservations; maintain and utilize rental agreement and related forms; identify and document facility layout; conduct facility walk-throughs for potential renters.
3. Evaluate center facilities and equipment including kitchen facilities; catalog and maintain amenities and equipment; document and track damage using photos and other documents; initiate requisitions for supplies and equipment; report repairs.
4. Identify and coordinate facility/event security needs; contact and serve as liaison between renters, Police Department staff, and outside security companies; ensure established security policies and procedures are followed.
5. Oversee and supervise facility events; open, close and secure facility; ensure facility is set up according to event requirements; check condition of amenities and ensure clean-up requirements are met by renters.
6. Participate in facility public relations activities; serve as contact and resource for community agencies and other organizations concerned with the center; compose and send email and written correspondence; serve as contact person to the outside public and City staff.
7. Assist in the set up, take down and clean up processes as needed.
8. Routinely adhere to and maintain a positive attitude towards City and Department goals.
9. Perform related work as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Methods and techniques involved in coordinating and planning events within a municipal event facility including even setup and security.

Basic computer applications such as word processing, spreadsheets, and databases.

Records management principles and procedures including record keeping and filing principles and practices.

Methods and techniques of proper phone etiquette.

Basic principles of business letter writing and report preparation.

Principles of public relations.

Ability to:

Prepare publicity materials, correspondence and reports.

Plan and coordinate activities and events at assigned events facilities.

Learn the organization, operation, and services of the City and of outside agencies as necessary to assume assigned responsibilities.

Learn to correctly interpret and apply general administrative and departmental policies and procedures.

Learn to apply applicable federal, state, and local laws, codes, and regulations.

Effectively utilize various software applications including word processing and publication software.

Establish and maintain a variety of files and records.

Prepare routine correspondence and memoranda.

Perform routine mathematical calculations.

Respond tactfully, clearly, concisely, and appropriately to inquiries from other City staff, the general public, and outside agencies.

Work nights and weekends as needed to perform the job duties.

Plan and organize work to meet changing priorities and deadlines.

Understand and carry out oral and written directions.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Equivalent to the completion of the twelfth grade.

Experience:

Some experience with event planning and facilitation.

REQUIREMENTS

A valid California Driver's License and proof of auto insurance.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office or event facility environment with extensive public contact and frequent interruptions.

Physical: Primary functions require sufficient physical ability and mobility to work in an office or event facility setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift up to 50 lbs., carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information. Ability to move furniture including chairs, tables, set-up/take down stages, dance floors and other related physical duties.

Vision: See in the normal visual range with or without correction.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Hearing: Hear in the normal audio range with or without correction.

Bargaining Group:
FLSA Status: Non-Exempt
Salary Grade: 26
April, 2009

ACKNOWLEDGMENT

I acknowledge that I have read the job description and requirements for the Events Coordinator position and I certify that I can perform these functions.

Applicant Signature

Date

Witness

*Management has the right to add or change these duties of the position at any time.