



Office of Human Resources

Special Events Coordinator

General Statement of Duties

Performs full performance professional level work coordinating cultural and/or special events, maintaining an accurate calendar of special events including unanticipated, large special civic events such as the Super Bowl championship and Stanley Cup involving the participation of multiple city agencies and/or contracted assistance and participating in the Mayor's Interagency Events Task- Force.

Distinguishing Characteristics

This class is distinguished from the Marketing Professional Classification series, which involves performing professional level communications, marketing, and/or public relations work involved in the preparation and implementation of a variety of promotional and informational materials.

Also, the Special Events Coordinator is distinguished from the Events Coordinator, which performs full performance professional level work coordinating events and providing administrative support for events activities held in multiple venues.

Guidelines, Difficulty and Decision-Making Level

Guidelines are generally but not always clearly applicable, requiring the employee to exercise judgment in selecting the most pertinent guideline, interpret precedents, adapt standard practices to differing situations and recommend alternative actions in situations without precedent.

Duties assigned are generally complex and may be of substantial intricacy. Work assignment is performed within an established framework under general instructions but requires simultaneous coordination of assigned functions or projects in various stages of completion.

Employee is responsible for determining time, place and sequence of actions to be taken. Unusual problems or proposed deviations from guidelines, practices or precedents may be discussed with the supervisor before being initiated.

Level of Supervision Received & Quality Review

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence. Work is reviewed for adherence to instructions, accuracy, completeness and conformance to standard practice or precedent. Recurring work clearly covered by guidelines may or may not be reviewed.

Interpersonal Communication & Purpose

Contacts with the public or employees where explanatory or interpretive information is exchanged, defended, gathered and discretion and judgement are required within the parameters of the job function.

Level of Supervision Exercised

By position, performs supervisory or leadwork over events personnel.

Essential Duties

Coordinates marketing, communications with other city agencies, logistics, supply and equipment needs, staffing and technical information pertaining to the event.

Represents the City's interests and facilitates the interaction of city agencies with festivals and special events representatives.

Monitors budget for specific events, and completes financial reporting for the event.

Educates event producers and vendors on city requirements, licenses and permits as well as providing advice to new participants.

Coordinates the work of contractors and develops related documents and contracts.

Acts as a liaison for the organization and conducts event coordinating meetings which include vendors, the public, and other city agencies.

Implements safety and security standards and develops procedures to ensure compliance.

Maintains database records including event files and mailing lists of vendors, press and technical expertise.

Monitors expense budget, keep records of all expenses and prepares required reports.

By position, supports and chairs various committees, or subcommittees in regards to the special events.

By position, supervises the work of events personnel including determines work priorities, and develops work schedules to provide adequate staff coverage,.

Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

Competencies

Customer Service - Interacts with customers in a friendly and professional manner, works to resolve issues quickly and effectively, and is knowledgeable about products and services.

Information Management - Identifies a need for and knows where or how to gather information; organizes and maintains information or information management systems.

Interpersonal Skills - Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relates well to different people from varied backgrounds and different situations.

Reading - Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

Working with People - Shows respect for the views and contributions of other team members. Shows empathy, listens, supports, and cares for others, and reconciles conflict

Written Communication – Composes, reviews, edits, and issues written materials for diverse audiences and communicates purpose in a succinct and organized manner that is appropriate for context, time, and place.

Knowledge & Skills

Knowledge of planning event productions sufficient to be able to synthesize various activities, persons, and spectators for multiple events.

Knowledge of budgeting principles and practices sufficient to be able to assume budgetary responsibilities.

Knowledge of the production, communication and dissemination of information and ideas to inform and entertain via written, oral, electronic and visual media.

Knowledge of technical language usage sufficient to be able to write contracts, bids and/or grants.

Skill in preparing financial reports.

Education Requirement

Bachelor's Degree in Public Administration, Marketing, Business Administration, Facility Management, or a related field.

Experience Requirement

Three (3) years of experience performing marketing activities and assisting in event production and planning.

Education & Experience Equivalency

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

A combination of appropriate education and experience may be substituted for the minimum education and experience requirements.

Licensure & Certification

By position, may require a Colorado Class "R" Driver's License by the completion of probation.

Licenses and certifications must be kept current as a condition of employment.

Working Environment

Pressure due to multiple calls and inquiries
Subject to long irregular hours
Subject to many interruptions
Subject to varying and unpredictable situations
Temperature Changes variations in temperature from hot to cold.
Atmospheric Conditions: conditions that affect the skin or respiratory system.
Subject to traffic, roadways, and pedestrians.

Level of Physical Demand

2-Light (10-20 lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Walking: moving about on foot.
Carrying: transporting an object, usually by hand, arm, or shoulder.
Pushing: exerting force upon an object so that the object is away.
Pulling: exerting force on an object so that it is moving to the person.
Climbing: ascending or descending objects usually with hands/feet.
Stooping: bending the body by bending spine at the waist.

Kneeling: bending legs to come to rest on one or both knees.

Crouching: bending body downward and forward by bending legs.

Reaching: extending the hand(s) and arm(s) in any direction.

Handling: seizing, holding, grasping, or otherwise working with hands.

Fingering: picking, pinching, or otherwise working with fingers.

Feeling: perceiving attributes of objects by means of skin receptors.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Eye/hand/foot coordination: performing work through using two or more.

Far acuity: ability to see clearly at 20 feet or more.

Near acuity: ability to see clearly at 20 inches or less.

Depth Perception: ability to judge distance and space relationships.

Color Vision: ability to distinguish and identify different colors.

Lifting: raising or lowering objects weighing no more than 20 pounds, from one level to another.

Background Check Requirement

Criminal Check

Employment Verification

Education Check

By position, Motor Vehicle Record

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

FLSA Code: Y

Management Level: 9

Established Date: 8/1/2018

Established By: Lori Schumann

Revised Date:

Revised By:

Class History: