



Office of Human Resources
Special Events Coordinator - LA2591

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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.

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, requires a valid Driver's License at the time of application.

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

Working Environment

For DPL Positions Specifically:

Potential exposure to hazardous anesthetic agents, body fluids, and bio-wastes.
Atmospheric Conditions: conditions that affect the skin, eyes or respiratory system.
Potential exposure to cold temperature, cold enough to cause bodily discomfort.
Potential exposure to cold weather conditions (indoor/outdoor).
Potential exposure to conditions that affect the skin or respiratory system.
Potential exposure to dust.
Potential exposure to extreme temperature changes.
Potential exposure to hazardous conditions where there is a danger to life, body, and/or health.
Potential exposure to hazardous/toxic chemicals.
Potential exposure to hazards from electro/mechanical/power equipment.
Potential exposure to hazards of steam and heat.
Potential exposure to heat temperatures, hot enough to cause bodily discomfort.
Potential exposure to hot and humid work environment.
Potential exposure to housekeeping/cleaning agents/chemicals.
Potential exposure to infection from disease-bearing specimens.
Potential exposure to infections and contagious diseases.
Potential exposure to odorous chemicals.
Potential exposure to pesticides or fertilizers.
Potential exposure to the risk of blood borne diseases.
Potential exposure to temperature changes: variations in temperature from hot too cold.
Potential exposure to temperature changes: variations in temperature from hot to cold.
Potential exposure to unpleasant elements (accidents, injuries, and illness).
Extreme cold conditions.
Handles emergency or crisis situations.
Noise sufficient to cause distraction or possible hearing loss.
Personal Safety: aware of surroundings, people, and events.
Pressure due to multiple calls and inquiries.
Subject to long, irregular hours.
Subject to many interruptions.
Subject to burns and cuts.
Subject to electrical and radiant energy hazards.
Subject to hazards of flammable or explosive gases.
Subject to injury from moving parts of equipment or vehicles.
Subject to precarious or high locations.
Subject to pressure for multiple calls, inquiries, and interruptions.
Subject to varying and unpredictable situations.
Subject to traffic, roadways, and pedestrians.
Subject to vibrations and strain on the body to cause bodily harm if endured daily.
Temperature Changes: variations in temperature from hot too cold.
Temperature Changes: variations in temperatures from hot too cold when works in field.
Wet: frequent contact with water or other liquid.
Wet: frequent contact with water, liquid, chemicals, or sanitary sewage.
Works in precarious or high locations

Level of Physical Demand

For DPL Positions Specifically:
3-Medium (20-50 lbs.) to 4- Heavy Work (50-100 lbs.)

Physical Demands

For DPL Positions Specifically:

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

Agility: Ability to move quickly and easily.
Balancing: Maintaining equilibrium.
Carrying: Transporting or moving an object.
Climbing: Ascending or descending an object or ladder.
Color Vision: Ability to distinguish and identify different colors..
Crawling: Moving about in a low or crouched position.
Crouching: Positioning body downward and forward.
Depth Perception: Ability to judge distances and space relationships..
Eye/Hand/Foot Coordination: Performing work through using two or more body parts or other devices.
Feeling: Perceiving attributes of objects by means of skin receptors, communication, or otherwise.
Field of Vision: Ability to sharply detect or perceive objects peripherally.
Fine Dexterity: Sufficient coordination to operate a vehicle and manipulate objects.
Fingering: Picking and pinching, through use of fingers or otherwise.
Handling: Seizing, holding, grasping, through use of hands, fingers, or other means.
Hazards: Conditions where there is danger to life, body and/or health..
Hearing/Talking: Perceiving and comprehending the nature and direction of sounds/ability to communicate ideas.
Hearing: Perceiving and comprehending the nature and direction of sounds.
Kneeling: Assuming a lowered position.
Lifting: By Position, may move objects 20-50 pounds, or 50-100 pounds from one level to another.
Neck Flexion: Perceiving objects located above or below.
Physical Strength: Exerts force to transport objects of 50 pounds [or insert appropriate weight] or more.
Pulling: Exerting force upon an object so that it is moving to the person.
Pushing: Exerting force upon on object so that it moves away from the person.
Reaching: Extending the hands, arms, or other device in any direction.
Repetitive Motions: Making frequent or continuous movements.
Sitting: Remaining in a stationary position.
Stamina: Ability to work over long periods of time without tiring.
Standing: Remaining in a stationary position.
Stooping: Positioning oneself low to the ground.
Talking: Communicating ideas or exchanging information.
Vision Far Acuity: Ability to perceive or detect objects clearly at 20 feet or more.
Vision Near Acuity: Ability to perceive or detect objects at 20 inches or less.
Walking: Ability to move or traverse from one location to another.
Written Comprehension: Ability to discern the meaning of written words.

Background Check Requirement

Criminal Check
Employment Verification
Education Check
By position, Motor Vehicle Record

Assessment Requirement

None

Probation Period

None

Class Detail

Pay Grade: A-811

FLSA Code: Y

Established Date: 9/21/2018

Established By: LS

Revised Date:

Revised By:

Class History: