



## **Coordinator, Special Events**

### **SALARY GRADE: 15**

**PURPOSE OF POSITION:** To coordinate and oversee special events and recreational programs and activities at a designated park, stadium, playground or other recreational facility. Ensure city property and equipment is properly maintained and protected before, during and after events and recreational activities. Ensure city policies and procedures are enforced, contractual relationships with tenant and/or licensee are maintained.

### **ESSENTIAL FUNCTIONS:**

- Supervises stadium and special events, as scheduled, acting as the city representative and responsible for effective enforcement requirements of contract(s) or with tenants/promoters or licensees.
- Coordinates set-up, break down and scheduling of events involving city property.
- Meets with event sponsors to outline policies/procedures for city events.
- Coordinates set up times and schedules with event sponsors.
- Maintains safety of grounds and facilities by ensuring policies/procedures for events are followed.
- Oversees security contract for facilities and coordinates directly with security personnel during events.
- Supervises the special events to ensure city interests are maintained.
- Works night and weekend events with working schedule dictated by special and/or stadium events.
- Ensures health codes and standards are met for special events.
- The intent of this class description is to provide a representative summary of the types of duties and responsibilities that will be required of classifications given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Incumbent may be required to perform job-related tasks other than those specifically presented in this job description.

### **JOB BASED COMPETENCIES:**

- Ability to instruct individuals and groups during special events to maintain calm and orderly.
- Ability to establish and maintain effective working relationships with other employees and the general public and event sponsors.
- Ability to maintain clear and comprehensive records and reports as specified by the department.
- Ability to perform tasks which require some degree of physical agility and strength in a safe/efficient manner.
- Ability to take charge of crisis situations from a First Aid incident to general evaluation of facility(s).
- Ability to make independent, on-the-spot decisions with little to no supervision.

**PUBLIC CONTACT:** Considerable public contact that generates community support and interest.

**ORGANIZATIONAL STATUS:** Under the direction of and responsible to the Department Head or designated representative.

**SUPERVISION EXERCISED:** Coordinates event sponsors or volunteers but does not directly supervise personnel.

**PHYSICAL REQUIREMENTS:** This position requires the exertion of 50 pounds of force occasionally and up to 20 pounds of force frequently. Work requires considerable physical activity including walking, lifting, reaching, stooping, pulling, grasping, balancing, climbing, kneeling, standing, pulling an in-field tarp and crouching. Incumbent is subject to inside and outside activities with a variety of weather changes or atmospheric conditions. Incumbent may be exposed to activities such as noise and jobs with potential hazards that may require special protection and/or special safety precautions. Visual acuity is required to inspect work completed by crews for accuracy and quality. Incumbent is required to hear sufficiently to perceive information at normal spoken word levels. Manual dexterity is required to operate equipment in performance of duties.

**MINIMUM QUALIFICATIONS:**

<b>Coordinator, Special Events</b> <b>Job Code: 12.09</b> <b>Salary Grade: 15</b> <b>FLSA Status: Non-Exempt</b> <b>Union: Non-Represented</b>	<ul style="list-style-type: none"><li>• Bachelor degree, or High School and 5 years of experience in lieu of degree.</li><li>• Experience in event management or event planning preferred.</li><li>• AED/CPR First Aid Certified.</li><li>• Possession of and ability to maintain a valid State of Florida Driver's License is required.</li></ul>
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**TRAINING REQUIREMENTS:** ICS 100 and IS 700, Emergency First Aid