

CITY OF LAKE ELSINORE

SPECIAL EVENTS COORDINATOR

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general supervision, the Special Events Coordinator promotes and monitors Special Event activities within the City; acts as a liaison to local groups, supporting agencies, businesses and other organizations; facilitates film permitting process; plans and organizes park and facility dedications; maintains and provides information to the public; performs general office duties such as filing, answering phone calls, and answering customer questions; performs other related work as assigned.

SUPERVISION RECEIVED AND EXERCISED:

Receives immediate supervision from the Department Manager. May assist in the supervision of part-time staff and volunteers.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Acts as first point of contact for Special Event inquiries.
- Provides advice and consultation on logistics, infrastructure and municipal services to outside event organizers.
- Assists with the identification of opportunities for City events through research, consultation and evaluation.
- Plans, organizes, facilitates, promotes and coordinates City Special Events and programs.
- Works with business, community and professional partners to advance event activities.
- Actively facilitates and seeks out sources of support for community co-sponsored events.
- Completes, maintains and distributes accurate pre and post event documentation.
- Disseminates information to impacted departments/agencies by way of meetings, electronic correspondence, and telephone communication.

- Develops and monitors event timelines.
- Coordinates site visits to proposed event locations.
- Establishes a working relationship with local organizations, non-profit groups, clubs, and businesses.
- Prepares meeting material and coordinates meeting schedules with staff, agencies, organizations and promoters.
- Performs other job related duties as assigned.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports, including using a computer keyboard. Additionally, the position requires near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and personal service. The need to lift, drag and push files, paper and documents weighing up to 25 pounds also is required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a Special Events Coordinator. A typical way of obtaining the required qualifications is to possess the equivalent of five (5) years of responsible duties in recreation and progressive experience coordinating Special Events of significant scale. Some experience supervising others is desirable.

License/Certificate:

Possession of, or ability to obtain a valid Class C California driver's license.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Standard office procedures, practices and equipment, including a computer and applicable software; basic principles of mathematics; methods and techniques of supervising part-time staff and volunteers; applicable federal, state, and local laws, codes and regulations related to assigned activities; rules, regulations and policies affecting and related to special event activities; methods and techniques for record

keeping, report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

Ability to:

Maintain accurate office files; deal successfully with the public, in person and over the telephone; organize, prioritize and follow-up on work assignments; work independently and as part of a team; meet deadlines; work flexible hours, including evenings, weekends and holidays; implement, explain and apply applicable laws, codes and regulations related to special event activities; read, interpret and record data accurately; make sound decisions within established guidelines; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships; follow written and oral directions.

Skill to:

Prepare conditions of approval for event activities; coordinate and schedule meetings; keep track of event calendar and post upcoming events onto City website; establish positive working relationships with representatives of community organizations, state/local agencies, City management, staff and the public.