

## SPECIAL EVENTS COORDINATOR

### NATURE OF WORK

This is a highly responsible professional and administrative position in planning, developing and coordination the City's special events and recreational activities. Work is performed under the general administrative direction of the Director of Leisure Services.

### EXAMPLES OF DUTIES

Work involves the responsibility for planning, coordination, implementing and participating in citywide special events and programs. Promotes, instructs and markets program effectively and professionally. Serves as a liaison with other agencies in coordination with special programs. Works with the department's Recreation Coordinator to jointly plan and promote recreational activities. Works with the general public along with the Administrative Specialist in the rentals of city facilities. Possess the skills to perform general office duties and provide customer service. Coordinates with various non-profit group leaders to assist with the use of any City's facilities as a host site for their events. Attend conferences; explore and implement new events and programs; performs other duties as assigned.

### MINIMUM QUALIFICATION

#### Knowledge, Skills and Abilities

Thorough knowledge of special event programs and recreational activities. The ability to accurately maintain office files and records. Have the enthusiasm to be organized and self-motivated to provide top quality programs. This job requires maturity and involves exercising good judgment and stability in the application procedures. Good public relation skills are required. Ability to communicate effectively with peers and the public, both orally and in writing. Ability to develop relationships with local news media. Must have the ability to make written and oral presentations of plans, program and other related data. Must be able to work flexible hours. Work subject to review from time-to-time by the Director of Leisure Services.

### TRAINING AND EXPERIENCE

Graduation from a standard high school or GED; Associate Degree preferred in public relations, recreation or event planning and /or related field, and two years in the administration of recreation

program. Will be required to obtain and maintain certification in CPR and basic first aid, once hired.

Knowledge in recreation safety is a plus.

Special Requirements

Possession of a valid Florida Driver license

CLASSIFICATION

Administrative. FLSA Non-exempt

PAY GRADE: 123

Starting pay: \$15.53

Open until filled.

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