



## SPECIAL EVENTS COORDINATOR

DEPARTMENT: PARKS & RECREATION

**GRADE 19**

### CHARACTERISTICS OF THE CLASS:

The Special Events Coordinator, under the direction of the Division Director of Recreation, plans, coordinates and implements all activities related to City produced and City sponsored special events. The incumbent serves as liaison to outside organizations, sponsors and other persons related to special events. Seeks additional funding for special events by developing community partnerships and sponsorships. Work is reviewed through conferences and written reports for adherence to established policies and procedures.

### EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Plans, supervises and directs the operation of City special events, including; writing and photo contests, fine art and craft shows, concerts, dances, parades, pageants, field days, holiday celebrations, festivals and road races. Prepares all brochures flyers, posters, and newsletters for promotional and informational purposes.
2. Plans, assigns, supervises and work of full time, part-time seasonal staff and volunteers. Understands staff and volunteer motivation and team building.
3. Assesses employees' performance and prepares evaluations, recommends and develops training as needed.
4. Coordinates community wide fund raising activities to support and expand leisure service programs.
5. Prepares publicity on recreational activities and programs; solicits interest, participation and support of neighborhood and community groups.
6. Supervises the collection and accounting for fees, charges, and disbursements; deposits collected monies; maintains records of revenues, expenses and deposits.
7. Assists in the preparation of departmental budget; assists in recommending operational and budgetary improvements.
8. Responds to inquiries and complaints from the general public; arranges for public notification of programs and events.
9. Supervises the ordering and inventory of supplies and equipment.

**NOTE:** The examples of essential functions as listed in this classification specification are not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning specific duties not listed herein if such functions are logical assignments to the position.

## **REQUIREMENTS:**

### **1. Training and Experience:**

Bachelor's Degree in Recreation or Leisure Services; supplemented by four years of progressively responsible experience in recreation and/or leisure services, two years of which must have been at the supervisory level; or an equivalent combination of education or experience. Must possess a valid State of Florida Driver License.

### **2. Knowledge, Abilities and Skills:**

Knowledge of the principles and practices of community leisure services administration.

Knowledge of the principals and practices of recreation activities and special events.

Ability to plan organize and implement activities and special events.

Ability to plan, assign and supervise the work of subordinates.

Ability to establish and maintain effective relationships with employees and the general public.

Knowledge of fundraising practices, including the building of partnerships and alliances with community groups and local businesses.

Ability to develop effective publicity programs.

Ability to communicate effectively, orally and in writing.

### **3. Physical Requirements: 2**

### **4. Environmental Requirements: 1**