



CITY OF MCKINNEY
invites applications for the position of:

Special Events Coordinator

An Equal Opportunity Employer

SALARY: \$27.74 - \$41.61 Hourly
\$2,219.15 - \$3,328.73 Biweekly
\$57,698.00 - \$86,547.00 Annually

OPENING DATE: 04/20/18

CLOSING DATE: 04/27/18 05:00 PM

SUMMARY:

TYPICAL HIRING RANGE

\$57,698.00 - \$66,346.93/Annual
\$ 2,219.15 - \$ 2,551.80/Bi-Weekly

WORKING FOR THE CITY OF MCKINNEY

Working for the City of McKinney is more than a job. It is an opportunity to make a meaningful difference in the lives of others. It is also an opportunity to have a hand in the development of one of the fastest growing communities in the nation. In 2014, our community was named "The #1 Best Place to Live in America." Although proud of that honor, everyone on our team is committed to making McKinney an even better place to live, work and raise a family. That's why we exist.

OUR CORE VALUES

City of McKinney employees work hard and at a very fast pace. However, we also look after and support one another. All of us are guided by four employee-generated values – Respect, Integrity, Service, and Excellence (RISE). We are also supported by servant-based leaders who foster and support a healthy, family-oriented culture. All new employees are expected to embrace and live by our core values and commit to helping us sustain our exceptional work environment as a high performance organization.

SUMMARY OF POSITION

The Special Events Coordinator manages, establishes, coordinates, and promotes City-wide events. These include but are not limited to, scheduling and coordinating with other departments and organizations. Oversees the Special Events Review Committee and facilitates the planning of events.

ESSENTIAL FUNCTIONS/KNOWLEDGE, SKILLS, & ABILITIES:
ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plans, creates, coordinates and implements events for the City of McKinney – including events in Historic Downtown McKinney funded through McKinney Main Street 501(c)3 and events produced by the City of McKinney's Parks and Recreation Department.

- Assists with sponsorship asset and benefit proposals/agreements.
- Implements, develops, recommends, and coordinates administrative tasks and procedures in the areas of event management, pre-event and post-event planning.
- Oversees the Special Events Review Committee, which manages applications, planning permits and logistics for various City departments providing support and services during private special events held in McKinney.
- Monitors private special events, which are reviewed and approved through the special events review process.
- Works with volunteers and staff.
- Develops and maintains positive working relationships with vendors, customers and other agencies.
- Develops, administers, monitors, and coordinates budgets for assigned events; purchases equipment and supplies.
- Verifies the work of assigned employees for accuracy, proper work methods to ensure compliance with City standards.
- Tracks City personnel hours involved with all special events.
- Ensures proper fees and costs are applied to private special events.
- Negotiates and coordinates event contracts with vendors; obtains required license agreements and permits for each event.
- Participates in the preparation and administration of the budget for special events.
- Prepares and maintains a variety of reports both internally and externally.
- Attends City events and works evenings and weekends as necessary.
- Develops effective working relationships with employees, elected officials, citizens, and organizations to prepare for and manage special events.
- Complies with all written City policies and procedures.
- Adheres to assigned work schedule as outlined in City and department attendance policies and procedures.

OTHER IMPORTANT DUTIES

- Performs other duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES, AND BEHAVIORS

- Knowledge of special events programming and development techniques.
- Knowledge of supplemental funding application and administration techniques.
- Knowledge of City policies and procedures.
- Skill in establishing and maintaining effective working relationships with those contacted in the course of work, including employees, elected officials, organizations, and the general public.
- Skill in planning and implementing procedures and objectives.
- Skill in resolving customer complaints and concerns.
- The ability to work in a team environment; contribute as a team member and treat co-workers, subordinates and customers with respect.
- Builds professional relationships with internal staff and customers.
- Offers flexibility and adaptability, especially during times of change.
- Communicates effectively both orally and in writing.

REQUIRED QUALIFICATIONS:

MINIMUM QUALIFICATIONS

Bachelor's Degree in Business Administration, Public Administration, Recreation Studies, Public Relations, Hospitality, Leisure Services, or related field; and three (3) years of experience in special events, public relations, and/or recreation.

PREFERRED QUALIFICATIONS

Progressively responsible experience in coordinating large scale events and festivals. Proficiency of permitting processes and demonstration of industry knowledge.

CONDITIONS OF EMPLOYMENT

- Must pass a drug screen, driving record check, and background check.
- Must have a valid Texas Class C driver's license.

Any work related experience resulting in acceptable proficiency levels in the above Minimum Qualifications is an acceptable substitute for the above specified education and experience requirements.

PHYSICAL DEMANDS/SUPPLEMENTAL: PHYSICAL DEMANDS

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). While working special events, may exert medium physical effort, which may involve some lifting, carrying, pushing and/or pulling of objects and materials of medium weight (up to 50 pounds). Tasks involve extended periods of time at a keyboard or work station. May stand and walk for extended periods of time while working special events.

Some tasks require visual and sound perception and discrimination and oral communications ability.

WORK ENVIRONMENT

There is limited exposure to environmental conditions when in an office environment; however, is exposed to the elements, including but not limited to, weather and temperature, fumes, and noise

The above statements describe the general nature and level of work being performed as of the date of preparation and approval. They are not to be construed as an

exhaustive list of all responsibilities, duties, and skills required of the position. Employees holding this position will be required to perform any other job-related duties as requested by management. The job description does not constitute an employment agreement between the employer and employee, and all requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.mckinneytexas.org>

[Map](#)

Job #171800151
SPECIAL EVENTS COORDINATOR
ON

OUR OFFICE IS LOCATED AT:

201 W. Louisiana St.

McKinney, TX 75069

972-547-7560

employment@mckinneytexas.org

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Special Events Coordinator Supplemental Questionnaire

* 1. This position requires working nights, weekends and holidays. Are you willing to work nights, weekends and holidays?

Yes

No

* Required Question