



POSITION DESCRIPTION

POSITION TITLE: PT EVENT COORDINATOR

DEPARTMENT	Parks & Recreation	POSITION #	7215
PROGRAM #	1514	SALARY RANGE:	10A
REPORTS TO	PT Event Coordinator	FLSA STATUS	Non-Exempt
SUPERVISES	Interns and Volunteers	DATE OF REVISION	January 2019

POSITION FUNCTION SUMMARY: Under general direction, plans, organizes, coordinates, promotes, and facilitates special events including: City-sponsored events, ground breakings, celebratory ceremonies, employee recognition events, and other events. Schedules and maintains communication with community organizations, vendors, and participants. Manages and operates event sponsorships. Coordinates and monitors event timelines. Reviews and analyzes event evaluations. Assist in preparing a variety of publications, materials, and programs for events. Attend meetings and represents City with service groups. Act as the prime source for promotions of activities and special events. Initiates, coordinates and/or participates in all efforts to publicize promotion of the City of Sugar Land activities, services, and events.

ESSENTIAL DUTIES AND RESPONSIBILITIES: THE STATEMENTS BELOW ARE INTENDED TO DESCRIBE THE GENERAL NATURE AND LEVEL OF WORK BEING PERFORMED BY INDIVIDUAL (S) ASSIGNED TO THIS POSITION. THEY ARE NOT INTENDED TO BE AN EXHAUSTIVE LIST OF ALL RESPONSIBILITIES, DUTIES AND SKILLS REQUIRED OF PERSONNEL SO CLASSIFIED IN THIS POSITION. THE POSITION DESCRIPTION IS SUBJECT TO CHANGE BY THE CITY AS THE NEEDS OF THE CITY AND REQUIREMENTS OF THE POSITION CHANGE.

- Develop, coordinate, implement and evaluate events in accordance with policies and ordinances
- Develop event plans, timeliness and processes to support event management.
- Collaborate with service and community organizations to implement, support, and evaluate City special events, activities and programs.
- Maintain good public relations and address citizen complaints in a courteous and professional manner.

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- Develop and maintain business contacts to foster corporate sponsorship of events, activities and programs.
- Market and publicize special events, recreation and leisure services to citizens in accordance with city policy.
- Assist in establishing processes and procedures for events and programs.
- Maintain productivity and efficiency of program personnel and volunteers.
- Develop project/event budgets and monitor expenditures in compliance with City policies/procedures.
- Purchase supplies, equipment and materials necessary to operate special events, programs and activities.
- Responsible for inventory control and tracking required purchases.
- Complete all required reports and presentations as needed.
- Required to work as an essential employee before, during and after an emergency or disaster, whether natural or acts of war.
- Stay abreast of, and comply with, all City and departmental policies and procedures.
- Performs other duties and responsibilities as assigned by Director or his/her designee.

KNOWLEDGE, SKILLS & ABILITIES: TO PERFORM THIS POSITION SUCCESSFULLY, AN INDIVIDUAL (S) MUST BE ABLE TO PERFORM EACH ESSENTIAL DUTY AND RESPONSIBILITY SATISFACTORILY. THE REQUIREMENTS LISTED BELOW ARE REPRESENTATIVE OF THE KNOWLEDGE, SKILL, AND/OR ABILITY REQUIRED.

Knowledge

- Administrative skills including data analysis and accurate reporting of data and information in an unbiased manner.
- Government structure and leadership.
- Effective communication practices.

Skills

- Performing effectively in interpersonal situations and execution of managerial responsibilities.
- Establishing a rapport and eliciting cooperation from co-workers and citizens
- Effective communication both orally and in writing.
- Effective time management and resources utilization.

Abilities

- Make independent judgments.

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- Plan, organize and monitor work assigned to subordinates in order to accomplish departmental objectives.
- Work effectively with all levels of employees and management and assist in providing solutions to projects and tasks.
- Establish and maintain effective working relationships within the organization.
- Implement extensive research into complex issues.

EDUCATION, EXPERIENCE AND TRAINING: THE PREFERRED WAY TO OBTAIN THE MINIMUM KNOWLEDGE, SKILLS AND ABILITIES TO PERFORM THE ESSENTIAL DUTIES AND RESPONSIBILITIES OF THIS POSITION ARE LISTED BELOW. THE CITY RESERVES THE RIGHT TO ALLOW SUBSTITUTIONS IN THE EVENT THAT A CANDIDATE OR INCUMBENT EXCEEDS REQUIREMENTS IN ONE AREA BUT MAY BE DEFICIENT IN ANOTHER.

Formal Education:

- High School Diploma or GED Required
- Some College Experience Preferred

Relatable Work Experience:

- Two years of progressively responsible experience in a municipal or corporate setting.
- Events, parks, recreation, or related discipline is a plus.
- Municipal experience is a plus.

Training (License and/or Certification):

- Valid Class "C" Texas Driver License.
- Ability to obtain CPR/AED and First Aid Training within 6 months
- Ability to obtain CFEE (Certified Festival and Event Executive) Certification within 1 year

PHYSICAL DEMANDS: THE PHYSICAL DEMANDS DESCRIBED HERE ARE REPRESENTATIVE OF THOSE THAT MUST BE MET BY AN EMPLOYEE TO SUCCESSFULLY PERFORM THE ESSENTIAL FUNCTIONS OF THIS POSITION. REASONABLE ACCOMMODATIONS MAY BE MADE TO ENABLE INDIVIDUALS TO PERFORM THE ESSENTIAL FUNCTIONS.

STAND/WALK	Occasional walking within department and to/from other City departments and facilities.
SIT	Frequently sitting for most job tasks at a standard desk with an executive chair; at meetings; to drive; to meet with others in their office.
TALK/LISTEN	Constantly orally communicating with department staff, other employees, citizens, and elected and appointed officials.
DEXTERITY	Constantly writing and using the computer and telephone.

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CLIMB/BALANCE Rarely the need to be able to reach top of file cabinets with supportive assistance, such as a stool.

STOOP/CRAWL/

KNEEL/CROUCH Rarely the need to retrieve files from the bottom of file cabinets.

LIFT/MOVE/PUSH/PULL Occasionally the need to move file boxes weighing up to 25 lbs.

VISION Constantly using a computer (50% of the workday is spent at the computer); to read and write.

WORK ENVIRONMENT: THE WORK ENVIRONMENT CHARACTERISTICS DESCRIBED HERE ARE REPRESENTATIVE OF THOSE AN EMPLOYEE ENCOUNTERS WHILE PERFORMING THE ESSENTIAL FUNCTIONS OF THIS JOB. REASONABLE ACCOMMODATIONS MAY BE MADE TO ENABLE INDIVIDUALS TO PERFORM THE ESSENTIAL FUNCTIONS.

NORMAL HOURS/ DAYS OF WORK PT Schedule: Normal hours between 8:00 a.m. to 5:00 p.m., Monday through Friday. Evening, weekend, and/or holiday work is required.

DESCRIPTION OF DAILY WORK ENVIRONMENT Work area is open to the public and other employees. Primary work area is air conditioned/heated. Outdoor work is required.
