

## CITY OF GLENDALE

<b>TITLE:</b>	<b>Special Events Coordinator</b>	<b>CLASS CODE:</b>	<b>458</b>
<b>REPORTS TO:</b>	<b>Special Events Division Manager</b>	<b>GRADE:</b>	<b>22</b>
<b>DEPARTMENT:</b>	<b>Marketing</b>	<b>FLSA:</b>	<b>E</b>
<b>JOB SPECIFICATION DATE: May 14, 2007 ajw</b>			

### **JOB SUMMARY**

Plans, organizes, and coordinates special events programs related to marketing and image building to promote the City of Glendale.

### **ESSENTIAL FUNCTIONS**

1. Plans, organizes, and coordinates activities related to special events programs in the City.
2. Selects and coordinates the participation of vendors at Glendale's special events.
3. Identifies locations and dates and makes recommendations on creative themes.
4. Selects staff needed to provide services; trains and monitors work of events staff.
5. Supervises the work of contract personnel, including production support staff, security guards, caterers, vendors, decorators, and functionally supervises other city event support staff and set up crews.
6. Provides administrative support as a member of the Special Events Committee to senior management, citizens, department directors or their representatives to plan special events activities which will promote the City's programs and activities.
7. Provides assistance to departments or outside interests requesting event planning information.
8. Under the direction of the Special Events Division Manager, assist in the public information program by developing public information materials needed for events including programs and site maps.
9. Provides input regarding creative themes and decorations to the Special Events Division Manager.
10. Calculates and recommends fees for events; maintains financial records for area of responsibility.
11. Investigates and resolves citizens and vendors complaints or problems.
12. Prepares reports and statistical analysis on special events activities.
13. Interprets and enforces city policies, procedures and regulations.
14. Monitors the use, care and maintenance of city equipment and facilities.
15. Monitors event budget and logistics.

### **SECONDARY FUNCTIONS**

16. Performs other related duties as assigned.

### **KNOWLEDGE, SKILLS AND ABILITIES**

#### **Knowledge of:**

- Principles and practices of modern supervision
- Modern principles and practices of special event planning, coordination and production
- Catering, decorator, security, vending, parking and food concession operations
- City ordinances, Fire and Life Safety codes and the Americans with Disabilities Act
- Principles of public relations and marketing
- Basics of audio/visual equipment, sound and lighting

**Skill in:**

Computer operation and applicable software  
Developing creative themes and decorations for events

**Ability to:**

Maintain awareness of potentially sensitive issues relating to events, including visibility, cost, citizen participation and perception, and event theme and purpose  
Work a flexible schedule. Evening, weekend and holiday work required  
Handle basic data processing functions and applications  
Create layouts of the area  
Communicate effectively both orally and in writing with employees and management  
Analyze problems and make recommendations for improvements  
Establish and maintain effective working relationships with employees, municipal officials, service contractors, and the public

**WORKING CONDITIONS**

Working on-site at events will require the incumbent to work in and around crowds of people and do extensive walking and standing. Exposure to weather conditions, traffic hazards and noises. May transport and set up displays and event-related equipment. Also works in an office setting.

**MINIMUM REQUIREMENTS**

Bachelor's Degree in recreation administration, tourism management, business, marketing, hospitality or related field and two years experience in the recreation, tourism, or hospitality management field dealing with public assembly events and activities.

Any equivalent combination of training and experience that provides the required knowledge, skills and abilities is qualifying.

**SPECIAL REQUIREMENTS**

Valid Arizona driver's license  
Evening, weekend and holiday work required