

City of San José
CLASS SPECIFICATION

Title: Events Coordinator I FT/PT (6330/6340)

| DEPARTMENT | ACCOUNTABLE TO | FLSA STATUS |
|-------------------|-----------------------|--------------------|
| Varies | Varies | Non-exempt |

CLASS SUMMARY

Plans and coordinates multiple events at City parks, downtown City streets and other related City facilities or outside areas. May also plan and coordinate certain short-term events on private property (such as shopping mall, school or corporation parking lots). Acts as the liaison between the event organizer and City organizations such as Police, Fire, Transportation, and Public Works (or other public agencies). Events include corporate meetings, fundraisers, consumer shows, performing arts, festivals, art shows and exhibits or assisting higher level Event Coordinators with larger events such as parades, trade shows, conferences, expos and conventions. Performs other activities related to event coordination, such as issuing permits and billing clients.

Performs related work as required.

DISTINGUISHING CHARACTERISTICS

The Events Coordinator I is the first level of the Events Coordinator I/II flexibly staffed classification. This level coordinates events that require acting as a liaison between the event organizer and City Departments or other agencies. Event organizers may include non-profit agencies, government and private agencies, members of the business community and private citizens. Events do not typically require major budget tracking or detailed logistics (i.e., a combination of staging, lighting, outside contractors, etc). The Events Coordinator I is distinguished from lower level classifications that may occasionally plan an event, may not be required to perform extensive coordination activities with other agencies and City Departments, and may only do some of the event coordination activities (such as issuing permits or collecting fees). The Events Coordinator I is distinguished from the Events Coordinator II which routinely coordinates more complex events with larger attendance (such as trade shows, conferences, expos and conventions) that require more coordination and negotiation with outside agencies and unions. The Event Coordinator II typically interfaces with event organizers, outside agencies and other entities at a higher level.

QUALIFICATIONS

Minimum Qualifications

Education and Experience

A Bachelor's degree from an accredited college or university in business, public administration, hospitality management or a related field.

Acceptable Substitution

Additional related experience coordinating events at the level equivalent to a Recreation Program Specialist or Community Coordinator with the City of San José, may be substituted for the education requirement on a year-for-year basis.

Other Qualifications

(Incumbents may be required to have different combinations of the listed qualifications, or more specific job-related qualifications depending on the position.)

Basic Competencies

(Needed at entry into the job in order to perform the essential duties.)

City of San José
CLASS SPECIFICATION

Title: Events Coordinator I FT/PT (6330/6340)

- Job Expertise – Demonstrates knowledge of and experience with applicable professional/technical principles and practices, Citywide and departmental procedures/policies and federal and state rules and regulations.
- Communication Skills - Effectively conveys information and expresses thoughts and facts clearly, orally and in writing; demonstrates effective use of listening skills and displays openness to other people's ideas and thoughts.
- Computer Skills - Experienced with common business computer applications including but not limited to: MS Outlook, MS Word, MS PowerPoint, MS Access, and MS Excel.
- Multi-tasking - Can handle multiple projects and responsibilities simultaneously; has handled a wide variety of assignments in past and/or current position(s).
- Problem Solving - Approaches a situation or problem by defining the problem or issue; determines the significance of problem; collects information; uses logic and intuition to arrive at decisions or solutions to problems that achieve the desired outcome.
- Project Management - Ensures support for projects and implements agency goals and strategic objectives.
- Teamwork and Interpersonal Skills - Develops effective relationships with co-workers and supervisors by helping others accomplish tasks and using collaboration and conflict resolution skills.

Additional Competencies and/or Desirable Qualifications

(Competencies, knowledge, skills and abilities that are more position specific and/or likely to contribute to more successful job performance.)

Knowledge of:

- Principles and techniques used in planning, coordinating and servicing a variety of entertainment, theatrical, recreational, industrial and educational events.
- Safety regulations and procedures affecting the use of public events and facilities, parks and grounds
- Public facility management standards and practices.
- Rate structures.

Ability to:

- Work effectively with promoters, sponsors, event planners, various group representatives and the general public.
- Direct the work of others during events.
- Crowd control.
- Pertinent health, fire and safety regulations affecting the use of municipal facilities and parks.

City of San José
CLASS SPECIFICATION

Title: Events Coordinator I FT/PT (6330/6340)

| DUTY NO. | TYPICAL CLASS ESSENTIAL DUTIES: (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following: | FREQUENCY* |
|----------|--|-------------|
| 1. | Reviews the contract, event permit application or other document that outlines the client's planned event, and approves applications or permits. | Daily |
| 2. | Reviews and approves final layout for events. | Daily |
| 3. | Meets and confers with City representatives from other Departments (or other public agencies) to discuss and prioritize client/participant requests. Coordinates and conducts other meetings as necessary to coordinate event. | Weekly |
| 4. | Prepares and distributes event outlines for staff and contractors to include: establishing staffing levels; developing timeliness; estimating costs for labor and equipment; and configuring events. | Weekly |
| 5. | Coordinates event activities related to any or all of the following: health and safety issues, location availability, lighting and equipment needs, labor and contractor needs (i.e., security, ushers, catering), crowd control, permit needs, etc. | Daily |
| 6. | May provide information or referrals to other contacts regarding health, safety, fire, insurance and other applicable laws or regulations. | As Required |
| 7. | May serve as the City's representative at the assigned events. | As Required |
| 8. | Responds to client's requests, questions and complaints at any time prior to, during, or after the event. | As Required |
| 9. | Prepares event evaluations and billing statements at the close of events including deciding which services to charge and determining the appropriate labor charges and equipment charges. | Weekly |
| 10. | Assists higher level Event Coordinators with activities related to planning events. | As Required |
| 11. | Performs other related work as required. | As Required |

*Frequency defined as Daily/Several Times, Daily, Weekly, Intermittent, or As Required

PHYSICAL/ENVIRONMENTAL ELEMENTS

| | | | | | |
|---|-----------|---|-----------|---|----------|
| X | Climbing | | Kneeling | | Crawling |
| | Balancing | | Lifting | | Reaching |
| | Stooping | X | Fingering | X | Standing |
| X | Talking | | Grasping | X | Walking |
| X | Hearing | | Feeling | | Pushing |
| | Crouching | | | | |

Select one of the following:

 X *Medium Work*: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

CLASSIFICATION HISTORY Established 11/03, Rev. 04/19, Rev. 2/22; s002