

City of San José
CLASS SPECIFICATION

Title: Events Coordinator II FT/PT (6332/6333)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Varies	Varies	Non-exempt

CLASS SUMMARY

Plans and coordinates complex and/or large multiple events at 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 a shopping mall, school or corporation parking lots). Acts as the liaison between the event organizer and any government agency or other entity required to coordinate events. Events include parades, trade shows, conferences, expos, conventions, corporate meetings, fundraisers, consumer shows, performing arts, festivals, art shows and exhibits. Performs other activities related to event coordination, such as issuing permits and billing clients,

DISTINGUISHING CHARACTERISTICS

The Events Coordinator II is the second level of the Events Coordinator I/II flexibly staffed classification. This class differs from that of Events Coordinator I in that incumbents of this class perform event coordinating for complex and multifaceted events that require major budget tracking and detailed logistics. This level coordinates events with event organizers who represent major companies, agencies or other large entities. The Events Coordinator II classification is typically not used for less complex events such as events scheduled at parks and other recreation areas. The Events Coordinator II is distinguished from the next higher level of Senior Events Coordinator in that the latter class normally performs the most complex and difficult event coordinating for events that are considered high profile, political or diplomatic in nature, performs other projects such as computer systems management and research projects, leads or supervises Event Coordinator I and II, and has extensive interaction with high levels of management and community leaders from the U.S. and other countries.

QUALIFICATIONS

Minimum Qualifications

Education

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

Experience

Two (2) years of coordinating a variety of events in a large cultural, convention or entertainment facility, of which one (1) year must have been at a level equivalent to the class of Events Coordinator I with the City of San José.

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.

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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.)

- 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.
- Initiative - Exhibits resourceful behaviors toward meeting job objectives; anticipates problems, is proactive, and avoids difficulties by planning ahead; displays willingness to assume extra responsibility and challenges; pursues continuing education opportunities that promotes job performance.
- 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:

- Crowd management, security practices, and safety regulations.
- Physical environment and crisis resolution techniques and methods.
- Basic conflict resolution and mediation techniques.

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- Planning and coordinating service requirements for a variety of trade, business, educational, theatrical, entertainment, industrial and recreation events.
- Pertinent, health, fire and safety regulations affecting use of municipal facilities.

Ability to:

- Lead and direct others effectively during events.
- Negotiate and administer contractual agreements.
- Meet and work successfully with performing artists, promoters, stage managers, trade unions, media, political groups, convention managers and the general public.

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.	Plans for and coordinates multiple events to include; reviewing and evaluating event plans, developing detailed diagrams, layouts and procedures, providing recommendations to event organizers and groups; holding pre & post event meetings; distributing information to all City and/or contractor personnel for implementation of all contractual obligations and conditions prior to event.	Daily
2.	Meets and confers with event organizers on appropriate venues, required permits, health and safety issues, crowd safety measures, location sensitivities and location availability.	Weekly
3.	Meets with representatives from other departments, unions business and community groups to discuss and prioritize client/participant requests, prioritize assignments, and determine facility requirements.	Weekly
4.	Prepares event budgets and monitors event expenditures. May produce revenue projections and perform revenue analysis.	Weekly
5.	For inside events, coordinates equipment and staffing needs, including payment of contract labor, and equipment rental.. Equipment may include lighting, sound and video equipment communications equipment, etc. May obtain, supervise and evaluate outside contractors such as ushers, Security, Police, Custodial, Catering, Electrical, Service Contractors, First Aid, Fire staff for events or coordinate the activities of City personnel such as Sound and Light Technicians.	Daily
6.	Negotiates and administers contracts for equipment, services and labor provided to clients, patrons and the general public by the City of San Jose.	Weekly

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7.	Attends events and provides on-site event management including; providing leadership and expert advice; authorizing service adjustments; determining actions in emergency situations and acting as a liaison with Police and other departments.	Weekly
8.	Prepares event reports and billing statements at the close of events including deciding which services to charge and determining appropriate charges and equipment charges.	Weekly
9.	Recommends adaptations and/or changes in technology or procedures to attract more clients, promote the City of San Jose and/or to coordinate successful events.	Monthly
10.	May represent the City of San Jose in conferences, meetings and workshops relating to events/programs and their impact on the community. May act as a liaison in public relations matters.	Monthly
11.	Establishes principles and practices of marketing, promoting and advertising events.	Monthly
12.	May act as a lead to lower level Event Coordinators and/or other staff.	Daily
13.	Performs other related work as required.	As Required

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

PHYSICAL/ENVIRONMENTAL ELEMENTS

 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 *Rev. 11/03; Formerly titled Events Coordinator, Rev. 2/22; s004*