



## Career Service Authority

### Special Events Coordinator

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#### **GENERAL STATEMENT OF CLASS DUTIES**

Performs full performance professional level work coordinating cultural and/or special events, maintaining an accurate calendar of special events including unanticipated, large special civic events such as the Super Bowl championship and Stanley Cup involving the participation of multiple city agencies and/or contracted assistance and participating in the Mayor's Interagency Events Task- Force.

#### **DISTINGUISHING CHARACTERISTICS**

This class is distinguished from the "Marketing, Public and Employee Relations Coordinator" which involves supervising, developing, coordinating, marketing and public relations planning and implementation for a city department or agency. Also, this class is distinguished from the "Events Coordinator" which performs full performance professional level work coordinating events and providing administrative support for events activities held in multiple venues once they are booked/scheduled into city entertainment facilities by the "Theaters & Arenas Booking Coordinator." Unlike the Events Coordinator who together with the Theaters & Arenas Booking Coordinator are jointly responsible for events planning through booking and coordinating events activities, the Special Events Coordinator is the sole responsible figure for the special events planning throughout the City.

#### ***Guidelines, Difficulty and Decision Making Level:***

Guidelines are generally but not always clearly applicable, requiring the employee to exercise judgment in selecting the most pertinent guideline, interpret precedents, adapt standard practices to differing situations and recommend alternative actions in situations without precedent.

Duties assigned are generally complex and may be of substantial intricacy. Work assignment is performed within an established framework under general instructions but requires simultaneous coordination of assigned functions or projects in various stages of completion.

Employee is responsible for determining time, place and sequence of actions to be taken. Unusual problems or proposed deviations from guidelines, practices or precedents may be discussed with the supervisor before being initiated.

#### ***Level of Supervision Received and Quality Review:***

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence. Work is reviewed for adherence to instructions, accuracy, completeness and conformance to standard practice or precedent. Recurring work clearly covered by guidelines may or may not be reviewed.

***Interpersonal Communications and Purpose:***

Contacts with the public or employees where explanatory or interpretive information is exchanged, defended, gathered and discretion and judgement are required within the parameters of the job function.

***Level of Supervision Exercised:***

By assignment, performs leadwork over contract or temporary personnel.

**ESSENTIAL DUTIES**

Coordinates marketing, communications with other city agencies, logistics, supply and equipment needs, staffing and technical information pertaining to the event.

Represents the City's interests and facilitates the interaction of city agencies with festivals and special events representatives.

Monitors budget for specific events, and completes financial reporting for the event.

Educates event producers and vendors on city requirements, licenses and permits as well as providing advice to new participants.

Supervises contractors and develops related documents and contracts.

Performs agency liaison functions and conducts event coordinating meetings which include vendors, the public, and other city agencies.

Implements safety and security standards and develops procedures to ensure compliance.

By assignment, supports and chairs various committees, or subcommittees.

By assignment, determines work priorities, and develops work schedules to provide adequate staff coverage.

By assignment, maintains and expands database records including event files and mailing lists of vendors, press and technical expertise.

Performs other related duties as assigned or requested.

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Any one position may not include all of the duties listed.  
However, the allocation of positions will be determined by  
the amount of time spent in performing the essential duties  
listed above.  
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**MINIMUM QUALIFICATIONS**

***Competencies, Knowledge & Skills:***

**Conflict Management** - Manages and resolves conflicts, grievances, confrontations, or disagreements in a constructive manner to minimize negative personal impact.

**Time Management** - Manages time and resolves time conflicts, recognizes priorities, determines resource requirements, coordinates with others, monitors progress in a constructive manner to achieve the project set goals.

**Influencing/Negotiating** - Persuades others to accept recommendations, cooperate or change their behavior, works with others toward an agreement; negotiates to find mutually acceptable solutions.

**Writing** - Recognizes or uses correct English grammar, punctuation, and spelling; communicates information in a succinct and organized manner; produces written information, which may include technical material that is appropriate for the intended audience.

**Interpersonal Relationship** - Demonstrates competency in working with multiple department/agency, out side organizations, and the public with diverse expectations and requirements.

**Oral Communication** - Expresses information to individuals or groups effectively taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues, and responds appropriately.

**Problem Solving** - Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, in addition, to make recommendations.

**Teamwork** - Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works with others to achieve goals.

**Information Management** - Identifies a need for and knows where or how to gather information; organizes and maintains information or information management systems.

**Stress Tolerance** - Deals calmly and effectively with high stress situations (for example, tight deadlines, hostile individuals, emergencies, dangerous situations).

**Creative Thinking** - Uses imagination to develop new insights into situations and applies innovative solutions to problems; designs new methods where established methods and procedures are inapplicable or are unavailable.

**Customer Service** - Works with customers to assess needs, provide assistance, resolve problems satisfy expectations; knows products and services; is committed to providing quality products and services.

Knowledge of planning event productions sufficient to be able to synthesize various activities, persons, and spectators for multiple events.

Knowledge of budgeting principles and practices sufficient to be able to assume budgetary responsibilities.

Skill in preparing financial reports.

Knowledge of the production, communication and dissemination of information and ideas to inform and entertain via written, oral, electronic and visual media.

Knowledge of technical language usage sufficient to be able to write contracts, bids and/or grants.

Knowledge of safety practices and precautions to be able to supervise, train and provide instructions to subordinates and other and to recognize and correct hazardous conditions.

***Physical Demands:***

Walking: moving about on foot.  
Carrying: transporting an object, usually by hand, arm, or shoulder.  
Pushing: exerting force upon an object so that the object is away.  
Pulling: exerting force on an object so that it is moving to the person.  
Climbing: ascending or descending objects usually with hands/feet.  
Stooping: bending the body by bending spine at the waist.  
Kneeling: bending legs to come to rest on one or both knees.  
Crouching: bending body downward and forward by bending legs.  
Reaching: extending the hand(s) and arm(s) in any direction.  
Handling: seizing, holding, grasping, or otherwise working with hands.  
Fingering: picking, pinching, or otherwise working with fingers.  
Feeling: perceiving attributes of objects by means of skin receptors.  
Talking: expressing or exchanging ideas by means of spoken words.  
Hearing: perceiving the nature of sounds by the ear.  
Eye/hand/foot coordination: performing work through using two or more.  
Lifting: Raising or lowering an object 25 – 50 pounds.  
Far acuity: ability to see clearly at 20 feet or more.  
Near acuity: ability to see clearly at 20 inches or less.  
Depth Perception: ability to judge distance and space relationships.  
Accommodation: ability to adjust vision to bring objects into focus.  
Color Vision: ability to distinguish and identify different colors.

***Working Environment:***

Pressure due to multiple calls and inquiries  
Subject to long irregular hours  
Subject to many interruptions  
Subject to varying and unpredictable situations  
Temperature Changes: variations in temperature from hot to cold.  
Atmospheric Conditions: conditions that affect the skin or respiratory system.

***Education Requirement:***

Baccalaureate degree in Public Administration, Marketing, Business Administration, Facility Management, or a related field.

***Experience Requirement:***

Three years of experience performing marketing activities and assisting in event production and planning.

***Education/Experience Equivalency:***

A combination of appropriate education and experience may be substituted for the minimum education and experience requirements on a year for year basis.

***Licensure and/or Certification:***

Requires valid Colorado Class "R" driver's license at the time of application.

**CLASS DETAIL**

***FLSA CODE:*** Exempt

***ESTABLISHED DATE:*** 09/01/99

***REVISED DATE:*** 04/16/03

***REVISED BY:*** Hameed R. Pousti

***CLASS HISTORY***

The "Cultural Events Coordinator" classification is currently located in the Office of Art, Culture & Film of the Mayor's office. As part of the 2002 Annual Classification Maintenance Review, a position audit was conducted and a title change is recommended for this class.