

# South Jordan City

## Job Description

<b>Title:</b>	<b>Special Event Assistant</b>	<b>Effective Date:</b>	<b>10.15.2020</b>
<b>Org:</b>	<b>100240</b>	<b>FLSA:</b>	<b>Non-Exempt</b>
<b>Pay Grade:</b>	<b>S-9</b>	<b>Workers Comp:</b>	<b>Municipal</b>

**This is an “at-will” position. The employee or the City may end the employment relationship at any time, with or without cause or explanation.**

### GENERAL PURPOSE

Perform a variety of duties as needed to provide promotional marketing and special events programming assistance. Facilitate, implement, market and promote the City’s Special Events, including Sights and Sounds of Summer, Summerfest, Park and Rec Month, and other special events as needed.

### SUPERVISOR

Special Event Coordinator

### POSITION(S) SUPERVISED

None

### ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee’s supervisor.

Job attendance is required, except for authorized leave.

Assist in event planning and day of event preparations.

Serves as lead for special events. Responsible for organizing tasks and assignments that must be complete for the event’s success.

Support and involvement of many facets of special events, provide coordination through participation in unique educational and professional development activities.

Schedule and supervise subordinates and/or volunteers as needed.

Responsible for event concessions, which includes but is not limited to tracking inventory, ordering supplies, cleaning, handling money transactions, and handling basic food preparation.

Monitor and supervise program equipment; ensure set up, operation and take down of all equipment before and after all scheduled events; ensure cleanup of park after each event.

Assist with the implementation of the summer promotion campaign. Promote city facilities, programs, and healthy lifestyles.

Respond to accidents or situations that may require first aid and/or CPR, and/or other necessary assistance. Participate in the record keeping of accidents and incidents.

Maintain the cleanliness of the concessions trailer and surrounding park area and remove all hazards.

Report unsafe conditions to the appropriate personnel in a timely manner.

All or a majority of the essential job duties may be performed from a remote location.

Perform other duties as assigned.

**MINIMUM QUALIFICATIONS**

1. Education and Experience:

- A. Graduation from High School or G.E.D;  
AND
- B. One (1) year of experience performing above related duties.

2. Special Qualifications:

Valid Utah Class D Driver License  
Must be at least 18 years old  
CPR/First Aid within 3 months of hire  
Food Handler’s Permit within 3 months of hire  
Experience in event planning and coordination.  
Experience in cash handling.

3. Knowledge, Skills and Abilities:

Ability to work well with others in a professional manner and provide excellent customer service.  
Ability to operate a personal computer and Microsoft products.

Ability to work independently and deal effectively with stress caused by continuous public contact; communicate effectively, verbally and in writing; operate standard office equipment; effective working relationships with supervisors, fellow employees, and the public.

4. Working Conditions:

Incumbent of the position generally performs in an outdoor environment. Non-traditional working hours are required. Tasks require a variety of physical activities, such as walking, standing, stooping, sitting, reaching, lifting, etc. Talking, hearing, and seeing are essential to the performance of the job. Common eye, hand, and finger dexterity exist. Mental application makes use of memory for details, verbal instructions, emotional stability, critical thinking and creative problem-solving. Periodic exposure to weather extremes.

*The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management’s assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.*

*Human Resources Use Only*

<b>Job Class:</b>	<b>Municipal Part Time</b>	<b>EEO-4 Class:</b>	<b>Serv/Maint</b>
<b>Location:</b>	<b>Community Services Programs</b>	<b>EEOP Class:</b>	<b>Serv/Maint</b>
<b>Group/BU:</b>	<b>Part Time Pay Plan</b>	<b>Tech-Net Match:</b>	