

South Jordan City

Job Description

Title: Special Event Coordinator
Org: 100240
Pay Grade: 14

Effective Date: 10/1/2021
FLSA: Non-Exempt
Workers Comp: Clerical

GENERAL PURPOSE

Under the direction of supervisor, coordinate events and logistical needs for community events, festivals, and community programs to promote economic development, a sense of community, and the quality of life in the City of South Jordan.

SUPERVISOR

Associate Director of Recreation

POSITION(S) SUPERVISED

Special Event Assistant
Recreation Aide
Volunteers

ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee's manager.

Job attendance is required, except for authorized leave.

Plans and organizes City events including but not limited to SoJo Summerfest, Sights and Sounds of Summer, Light the Night, and Fun at the Farmstead. This includes organization, budgeting, contracting, scheduling, and advertising, coordination of staff and volunteers, and set-up/take-down.

Acquire rights to movies and coordinate timely set-up/take-down a 300-pound screen and other related equipment for movies in the parks program. Drive a truck and trailer to movie locations.

Oversee the City's float for the parade season including the bidding and contracting of float design and construction.

Manage the needs of any entertainment or performers required for community events including stage, sound, and lights bid.

Coordinate the technical needs of events including administering contracts, purchasing materials, obtaining necessary permits, arranging security and parking, and soliciting vendors and sponsors. Coordinate event program use with appropriate facility manager.

Work on event site layout to promote good participant circulation and meet safety needs.

Give recommendations for special events budgets; make revenue projections; monitor ongoing expenditures to assure compliance with fiscal goals. Secure alternative revenue sources as deemed necessary for events and programs (i.e. donations, sponsors, partners, grants, etc.)

Recommend new and alternative events to meet the community needs and interests.

Work closely and maintain positive working relationship with Parks & Recreation, Public Works, Police, Fire, and other city departments to coordinate event needs.

Work closely with other outside agencies and citizen groups to coordinate events.

Build and maintain positive relationships within the community to facilitate more community participation and highly successful events.

Facilitate an environment that encourages interdepartmental cooperation.

Plan, market, implement and evaluate community programs.

Implement programs within approved budget guidelines and assure cost recovery targets are achieved.

Manage community event and program registration, participation and completion using available software and online programs. Maintain minimum participation attendance as agreed upon with supervisor.

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. Bachelor's Degree from a regionally accredited college or university with major course work in hospitality, communications, public relations or related field

AND

B. Two (2) years of experience in above related duties;

2. Special Qualifications:

Valid Utah Class D Driver's License

Experience working for local government preferred

3. Knowledge, Skills and Abilities:

Knowledge of methods, techniques and procedures in the delivery of the community events and service programs, common event, recreational and social needs of various age groups, principles and procedures for implementing and directing community events, or recreation activities, principles and practices of event and program budget monitoring, and principles and practices of assigning and reviewing the work of others.

Ability to operate a personal computer and Microsoft products.

Skill in working with diverse groups, individuals, youth, and children, in interpersonal conflict/dispute resolution methods, and organization and implementation of programs and activities in a professional manner.

Ability to develop and coordinate community events or recreation programs suited to the needs of the community; plan, organize, coordinate and implement community events; establish and maintain effective working relationships with those contacted in the course of work; analyze, interpret, and explain section polices and procedures; communicate effectively orally and in writing; train and evaluate contract and temporary personnel; prepare detailed reports and other written material; provide office support, answer phones, and interact with the public.

Ability to maintain productive working relationship with other employees and supervisor(s).

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. Frequent local travel required in normal course of job performance. 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

Job Class:	Clerical Non-Exempt	EEO-4 Class:	Para-Prof
Location:	Community Services Programs	EEOP Class:	Serv/Maint
Group/BU:	General Pay Plan	Tech-Net Match:	1270/155