

## Special Events Assistant



*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. -Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

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### JOB SUMMARY

Performs associate level work in the Parks and Recreation Department. Assists in the coordination and execution of Department Special Events. Work is performed under limited supervision. Position relies on experience and exercising independent ~~judgement to determine~~ judgment to determine the best approach by using policies and procedures.

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### ESSENTIAL JOB FUNCTIONS (examples, not all-inclusive)

*The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. -The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.*

- Provides administrative support for Special Events ~~including, budget reporting,~~ including budget reporting and monitoring, expenditures, collecting invoices, preparing information packages, and maintaining electronic and paper files.
- Provides logistical Special Event support and delegation of responsibilities to Special Event staff.
- Organizes and maintains equipment and supplies for Special Events.
- Collects fees for programs and events.
- Assists in the coordination and implementation of City-Wide Special Events and community programs.
- Assists participants, oversees vendors and staff, troubleshoots arising issues, and sets up and ~~break~~ breaks down equipment for events.
- Assists in planning Department Special Events.
- Assists in soliciting and collecting donations/sponsorship for Department Special Events.
- Assists in the marketing, and advertising for the Department and marketing for Department Special Events.
- Work a varied schedule to include, ~~7~~ nights, weekends, and holidays.
- Submit orders and makes purchases for Department Special Events.
- Assists other divisions within the Parks and Recreation Department, when directed.
- Represent the Department or City at related events.
- Works on behalf of the ~~Manager-administrative staff~~ assigned to Special Events, when directed.
- Maintains accurate records of work performed.
- Assist in emergency management preparations and operations.

- Performs other duties as directed.

## QUALIFICATIONS

### Education and Experience:

High School Diploma or ~~G.E.D.; equivalent. A minimum of~~ ~~supplemented preferably by two (2) or more~~ years' clerical or administrative work experience; an equivalent combination of education, certification, training or experience may be considered. Special Events experience preferred.

~~Additional qualifying experience or completion of coursework at an accredited college or university in a job-related field may substitute on a year-for-year basis for one year of the required experience or education. Possess or be able to obtain a valid State of Florida driver's license by the date of hire. Must have a valid state of Florida driver license.~~

Must be able to obtain First Aid and CPR Certification within six (6) months of employment.

Employees in the Parks and Recreation Department are required to satisfy a Level 2 screening process.

### Knowledge, Skills, and Abilities:

- Knowledge ~~in of~~ Microsoft Office Products (Word, Outlook, Excel, etc.).
- Knowledge in Recreation Computer Software.
- Skill in providing excellent customer service.
- Ability to work indoors and outdoors for extended periods ~~of time~~, especially during Special Events.
- Ability to multi-task while working with tight deadlines and shifting priorities.
- Ability to organize work for timely completion.
- Ability to work with minimal supervision.
- Ability to establish and maintain effective and cooperative working relationships.
- Ability to work a designated work schedule, including evenings, weekends, and holidays.

## PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert moderate physical effort requiring considerable mobility in moving from one location to another in the performance of essential tasks.

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Involves various other intermittent physical activities that include, but may not necessarily be limited to, climbing, crawling, stooping, kneeling, and bending. Work may involve ~~some~~ lifting, carrying, pushing, or pulling ~~of~~ objects and materials of light to moderate weight ~~(10–50 pounds)~~.

### **WORKING CONDITIONS**

Tasks are regularly performed inside or outside with potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes, poor ventilation, wetness, humidity, rain, temperature and noise extremes, machinery or moving vehicles, vibrations, animals/wildlife, poisonous agents, chemicals, oils, and other cutting substances.

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