

**City of San Rafael
Job Class Specification**

Job Title: Events Coordinator

SUMMARY

Organizes, directs and participates in activities related to special events scheduled within the City. Supervises paid and volunteer staff

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned.

- Markets San Rafael through Events and Film Recruitment.
- Develops, implements, and produces City events.
- Acts as initial point of contact for the community and coordinates event planning with other City departments.
- Recruits vendors and entertainers.
- Maintains a financial management system for City produced events.
- Develops, implements and maintains an event planning manual.
- Organizes and manages the Banner Program.
- Supervises paid and volunteer event staff.
- Performs related duties as required.

KNOWLEDGE OF:

- Contemporary events and programs suitable for cities.
- Principles and practices of event scheduling and program management.
- Mediums and contacts useful in promoting events.
- Principles of supervision.
- Municipal Codes effecting events.
- Vendors and entertainers.
- PCs and related software.
- Principles of supervising paid and volunteer staff.

ABILITY TO:

- Communicate effectively both orally and in writing.
- Work independently.
- Plan and carry out public events averaging over one per week.
- Establish and maintain effective working relationships with others.
- Evaluate the feasibility of potential public events.
- Operate a PC and related software.
- Work evenings and weekends.
- Work under time constraints and meet deadlines.
- Prepare clear and concise administrative reports.
- Coordinate the activities of a large number of outside vendors.
- Supervise paid and volunteer staff.

EDUCATION and/or EXPERIENCE:

Any combination of education and experience that demonstrates possession of the requisite knowledge, skill and abilities. A typical way to obtain these would be:

BA and five years of experience in planning and supervising a variety of public events.

Valid drivers license**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand and walk. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions and regularly works in evenings or on weekends. The employee frequently uses a personal vehicle and frequently works in indoor conditions and frequently works near video display. The noise level in the work environment is usually loud.