



POSITION DESCRIPTION Events Coordinator FLSA Status: Exempt Classification: Occupational Salary Grade/Band:	4 January 2016 Reports to: Duchesne County Commission Human Resources Initials: <u>MY</u>
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POSITION PROFILE

Performs a variety of managerial and administrative duties related to the planning, organizing, directing, coordinating, and monitoring the utilization, upkeep, and maintenance of the Duchesne County Centennial Building. Acts as publicity and event developer to promote and attract special events and activities to the County. Will be responsible to build relationships with organizations, individuals and businesses in order to contract leisure and business events in the facility.

- GOALS**
- To build relationships with organizations in order to host corporate and leisure events.
 - Solicit revenue generating events to benefit the County.
 - Effectively communicate with provided work-crews to complete necessary facility set-up.
 - Have the ability to make important decisions regarding the facility and the event management.

- ESSENTIAL FUNCTIONS**
- Manages the day-to-day operations of the aforementioned facilities; develops cooperative relationships with Convention Bureau and Chamber of Commerce in promoting tourism and special events to the County; solicits, negotiates and schedules events; registers event vendors and participants.
 - Conducts staff / volunteer planning and training meetings; works closely with the human resources department to monitor division personnel needs and assists with recruitment, selection, and training of new employees / volunteers; instructs in operational and policy procedures to insure strict performance standards are adhered to.
 - Develops annual projections of materials, equipment, and supplies; develops and recommends annual budget; develops inventory controls and monitors material usage; purchases departmental needs, negotiates with vendors.
 - Solicits and negotiates for the use of grounds and facilities and the scheduling of events; collects and receipts fees; establishes contracts for use; monitors use to assure compliance with agreements.

- Markets, develops and promotes working relationships with various groups and associations, i.e., professional organizations, cutter associations, 4-H clubs, rodeo organizations, state athletic associations, soccer and dance groups, coordinates long term use and access contracts.
- Through Maintenance Supervisors, directs work release projects; assures proper work activity and security for release crews.
- Performs related duties as required.

EDUCATION AND EXPERIENCE

- Associates Degree Preferred but not Required
- Five (5) years of progressively responsible work experience related to event management
- An equivalent combination of education and experience.

OTHER REQUIREMENTS

- Must have a current and valid Utah Driver License; and
- Must be able to successfully pass a criminal background investigation.

SKILLS/ABILITIES

- Skills in cooperative problem solving.
- Ability to administer a large work program; analyze a variety of financial problems and make recommendations; prepare and present budget estimates; create operating policies and procedures; interact effectively with the general public; assess effectively and accurately activities that poses a threat to facility security and general public safety; communicate effectively, verbally and in writing; establish effective working relationships with co-workers, supervisors, public safety personnel and the general public.

PERFORMANCE MEASUREMENTS

- Responsible to meet all expectations of the essential functions and perform the required skills and abilities.

LANGUAGE SKILLS

- Must be able to write clearly and concisely, edit work for spelling and grammar, and be able to read and interpret difficult and complex written information
- Must be able to respond to inquiries from public, agencies, companies, and other departments to fulfill requests for information.

REASONING ABILITY

- Ability to interpret and carry out complex instructions and assignments.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.

PHYSICAL REQUIREMENTS

- Work requires routine walking, standing, bending and carrying items weighing up to 50 pounds. Moving items over fifty pounds utilizes a team lift. .
- Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
- Work includes operation of a motor vehicle.

HAZARDS

- There are no significant harmful hazards that are present for this position.
- Work in office setting under florescent lighting which may cause minimal eye strain, but can be accommodated to individual needs.
- The noise level is usually moderate but may be excessive during events.

ADA STATEMENT

- Ability to perform the essential functions of this position with or without reasonable accommodation.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.