



<p><b>POSITION DESCRIPTION</b></p> <p><b>Events Coordinator Assistant</b></p> <p><b>FLSA Status: Non-Exempt</b>  <b>Classification: Occupational</b>  <b>Salary Grade/Band:</b></p>	<p style="text-align: right;"><b>August 30, 2016</b></p> <p style="text-align: right;"><b>Reports to: Event Coordinator</b></p> <p style="text-align: right;"><b>Human Resources Initials: <u>MY</u></b></p>
<p><b>POSITION PROFILE</b></p> <p>Performs a variety of administrative duties related to the planning, organizing, directing, coordinating, and monitoring the utilization of the Duchesne County Centennial Building. Will be responsible to assist the Event Coordinator with sales, marketing and promoting the event center.</p>	
<p><b>GOALS</b></p> <ul style="list-style-type: none"> <li>• To create marketing tools needed to promote the Centennial Building.</li> <li>• Solicit revenue generating events to benefit the County.</li> <li>• Manage day-to-day operations of the event center as assigned by the Event Coordinator.</li> <li>• Effectively communicate with provided work-crews to complete necessary facility set-up.</li> </ul>	
<p><b>ESSENTIAL FUNCTIONS</b></p> <ul style="list-style-type: none"> <li>• Creates and maintains marketing pieces and sales kits needed to promote the Duchesne County Centennial Building.</li> <li>• Responsible to create, update and manage online marketing sites including social media posts, promotions, and content.</li> <li>• 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.</li> <li>• 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.</li> <li>• Responsible to manage events as assigned by the Event Coordinator.</li> <li>• Performs related duties as required.</li> </ul>	

**EDUCATION AND EXPERIENCE**

- Three (3) years of progressively responsible work experience related to event management

**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.