

CODE: 1923
FLSA: N
GRADE: 8

CITY OF FOLEY
JOB DESCRIPTION, JULY 2013

JOB TITLE: EVENTS COORDINATOR
CITY MUNICIPAL COMPLEX

GENERAL STATEMENT OF JOB

Under general supervision, collaborates with potential customers, offering customer services for the event to be held. Compiles and organizes a contract packet and reviews all material within the packet with potential customers. Accepts deposit payments and signed contract packets. Updates the events calendar. Contacts customers regularly before the actual event to ensure proper setup for the event, timely payments, and to ensure that all equipment is operating properly. Secures the building after the event, locks up the facility and makes sure no damage or theft has occurred during the event. Reports to the Director of Senior Services and Municipal Complex.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Protects the integrity of the Civic Center by monitoring guests to ensure rules are followed and the property of the Civic Center is respected while guests have an enjoyable experience.

Collaborates with customers throughout the process of contract completion to the event date on payments, setup, decoration, food, and entertainment. Prepares contract packet.

Provides customer service to all Civic Center patrons.

Handles all lighting and sound problems by troubleshooting and collaborating with supervisor and maintenance team.

Prepares the setup for the event and verifies it with the customer, makes any necessary changes to please the customer.

Coordinates the setup with the maintenance and custodial team and helps the team when possible and/or necessary.

Receives and/or reviews various records and reports such as Civic Center Rental Applications, set-up sheets, rules and regulations, City policies and procedures, fee schedules and rates, and contracts.

Prepares and/or processes various records and reports such as events lists, volunteer lists, marketing materials and database maintenance, etc.

Refers procedure manuals, codes / laws / regulations, incident reports, system check lists, etc.

Operates a variety of equipment such as computer, copier, printer, postage machine, laptop computer,

EVENTS COORDINATOR

etc.

Uses a variety of tools such as three hole punch, paper cutter, laminator, binder, etc.; a variety of supplies such as copy paper, writing instruments, staples, tape, paperclips, general office supplies, etc.; and a variety of computer software such as Microsoft Word, Microsoft Excel, etc. Uses light board and sounds boards, dish machine and kitchen equipment, microphones.

Interacts and communicates with various groups and individuals such as law enforcement, firemen, co-workers, and the general public.

ADDITIONAL JOB FUNCTIONS

Provides backup support for Senior Center and other departments with clerical or event related tasks.

Assists Municipal Complex supervisor with clerical support.

Assists with decorating Civic Center for events, verifies essential supplies are on-hand for events, shops for needed supplies and assists with event set-ups. Skirts and dresses tables for events as needed. Assists with re-arranging setup for customers.

Washes, dries, and folds linens. Performs custodial duties as needed..

Changes event marquee, ensures accurate spelling and correct grammar and punctuation.

Performs switchboard relief.

Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires a high school diploma or GED equivalent supplemented by six to nine months of responsible clerical and/or administrative work experience; or an equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines including computers, typewriters, copiers, calculators, etc. Must be able to exert a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time, but may involve walking or standing for periods of time. Must be able to bend, reach, stoop, climb and carry weights up to 20 pounds.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving assignments and/or directions from supervisors.

EVENTS COORDINATOR

Language Ability: Requires the ability to read a variety of policy and procedure manuals, computer manuals, materials, etc. Requires the ability to enter data into computer and prepare records, reports, correspondence, etc., with proper format, punctuation, spelling, and grammar, using all parts of speech. Must be able to speak with poise, voice control, and confidence and to articulate information to others.

Intelligence: Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions. Requires the ability to make independent judgments in the absence of supervisor; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information and the ability to comprehend and implement basic office machinery functions.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow and give oral and written instructions. Must be able to communicate effectively and efficiently with persons of varying educational and cultural backgrounds.

Numerical Aptitude: Requires the ability to add and subtract totals, to multiply and divide, to determine percentages and decimals, to determine time. Must be able to use practical applications of fractions, percentages, ratio and proportion.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment and communications machinery.

Manual Dexterity: Requires the ability to handle a variety of items including computer keyboards, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Perception and Visual Acuity: Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal levels of stress when confronted with an emergency or tight deadline.

Physical Communication: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear). Must be able to hear and understand communications through a telephone.