

EVENTS/FACILITIES SPECIALIST

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under general supervision, coordinates and oversees the activities and events in the City's event facility including, performing public relations duties, planning and coordinating events and meetings; ensuring security, inventory, and facility condition standards are maintained, and directly supervising events. This is an at-will, intermittent, part-time, hourly position without City-paid benefits. Some evening and weekend work may be required.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices:

1. Coordinate and oversee facility events occurring after normal City business hours including banquets and special events; coordinate scheduling of facilities and services; coordinate facility reservations; identify and document facility layout.
2. Evaluate center facilities and equipment including kitchen facilities; catalog and maintain amenities and equipment; document and track damage using photos and other documents; initiate requisitions for supplies and equipment; report repairs.
3. Identify and coordinate facility/event security needs; contact and serve as liaison between renters, Police Department staff, and outside security companies; ensure established security policies and procedures are followed.
4. Oversee and supervise facility events; open, close and secure facility; ensure facility is set-up according to event requirements including City Council and Planning Commission meetings; check condition of amenities and ensure cleanup requirements are met by renters.
5. Monitor youth sports programs within the facilities; address participant and parent concerns; provide lead direction to sports officials; ensure proper setup and teardown.
6. Participate in facility public relations activities; serve as contact and resource for community agencies and other organizations concerned with the center; compose and send email and written correspondence; serve as contact person to the outside public and City staff with exemplary customer service.
7. Provide audio and video support during meetings and other necessary events.
8. Assist in the setup, takedown and cleanup processes as needed.
9. Routinely adhere to and maintain a positive attitude toward City and Department goals.
10. Perform related work as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

CITY OF CERES
Events/Facilities Specialist (*Continued*)

Knowledge of:

Methods and techniques involved in coordinating and overseeing events within a municipal facility including setup and security.
Basic computer applications such as word processing and databases.
Records management principles and procedures including record keeping and filing principles and practices.
Methods and techniques of proper phone etiquette.
Basic principles of business letter writing and report preparation.
Principles of public relations.

Ability to:

Coordinate activities and events at assigned events facilities.
Learn the organization, operation, and services of the City and of outside agencies as necessary to assume assigned responsibilities.
Learn to correctly apply general administrative and departmental policies and procedures.
Learn to apply applicable federal, state, and local laws, codes, and regulations as necessary.
Effectively utilize various software applications including word processing software.
Establish and maintain a variety of files and records.
Prepare routine correspondence and memoranda.
Perform routine mathematical calculations.
Respond tactfully, clearly, concisely, and appropriately to inquiries from other City staff, the general public, and outside agencies.
Work nights and weekends as needed to perform the job duties.
Plan and organize work to meet changing priorities and deadlines.
Understand and carry out oral and written directions.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Work independently without the need for direct supervision.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Possession of a high school diploma or GED certificate.

Experience:

Some experience with event coordination and facilitation.

REQUIREMENTS

Possession of a valid California Driver License and proof of auto insurance.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein 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 job functions.

Environment: Work is performed primarily in a standard office or event facility environment with extensive public contact and frequent interruptions.

CITY OF CERES
Events/Facilities Specialist (*Continued*)

Physical: Primary functions require sufficient physical ability and mobility to work in an office or event facility setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift up to 50 lbs., carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information. Ability to move furniture including chairs, tables, set-up/take down stages, dance floors and other related physical duties.

Vision: See in the normal visual range with or without correction.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Hearing: Hear in the normal audio range with or without correction.

Bargaining Group: Unrepresented

FLSA Status: Non-Exempt

April, 2009 (Rev 2019)

ACKNOWLEDGMENT

I acknowledge that I have read the job description and requirements for the Events/Facilities Specialist position and I certify that I can perform these functions.

Applicant Signature

Date

Witness

*Management has the right to add or change these duties of the position at any time.