



## JOB DESCRIPTION

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**TITLE:** Special Events Coordinator I/II/III  
**DEPARTMENT:** Recreation  
**GRADE:** 13/14/15  
**FLSA:** Non-Exempt  
**EEO DESIGNATION:** Administrative Support  
**REVISION DATE:** 1/24/2021

### **POSITION SUMMARY**

The position, under the direction of the Recreation Director, plans, oversees, implements and coordinates Draper City civic/cultural events and activities and serves as the City liaison when necessary for various community boards and committees (e.g. the Draper Community Foundation and Parks Trails & Recreation Committee). Coordinates and oversees permitting for third party special events within Draper City. All events that are held in Draper City will be coordinated by this position. This position requires experience in event planning, public sector contracting, fund raising and financing, and the promotion of “community” within all sectors of Draper City.

### **ESSENTIAL FUNCTIONS:**

- Organizes and coordinates the preparation and presentation of annual events and special activities sponsored or promoted by the city for the benefit of Draper employees, residents and businesses.
- Works closely with the management team in various departments to support and develop city sponsored special events including coordination with other city departments, scheduling, fund raising, and safety and security needs. Serves as the City’s event support liaison in hosting such events. Ensures that funding and contracting fulfills all responsibilities regarding procurement and financial reporting.
- Responsible for the permit process from non-city applicants which take place on Draper City property and facilities. Coordinates with applicant to ensure all permits, licenses and fees are in order prior to approval or denial of Special Event Permit.
- Collect required information, permits and fees related to special events.
- Coordinates and recruits volunteers for events and activities sponsored or promoted by the city.
- Establishes database of contacts, event supporters, speakers, transportation providers, musicians, etc. and utilizes database to create, support and finance events. Uses database to analyze event success or to realign event efforts.
- Approve, coordinate and monitor special events that have approval to occur within Draper City.
- Coordinate the details and impacts of all special events with city departments and the public.
- Prepare reports related to special event activities and may present information to the City Manager, Mayor, & City Council related to assigned activities as directed by Recreation Director.



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- Perform other duties as assigned.

### **MINIMUM QUALIFICATIONS:**

Must be a high school graduate or G.E.D. equivalent plus two (2) years of responsible experience related to above duties or an equivalent combination of education or experience. Associates or Bachelor's degree in public relations, marketing, cultural arts, recreation or closely related field are desirable. Ability to communicate effectively with the public under potentially adverse circumstances and to work well with supervisors, co-workers, and employees in other departments. Ability to follow city policy and successfully navigate local government operations, services and processes, establish priorities, concentrate on tasks accurately, and accomplish duties in a timely manner. Must possess a valid Utah Driver's License.

This position has a career path outlined and incumbent may move to level II with the following:

- Two years experience as Special Event Coordinator.
- Must be CPR certified.
- Must complete two professional online or in person courses applicable to job duties (NRPA courses, Exel course, NAYS certification, EventBrite, etc).

May move to level III with the following:

- Must have an additional two more years responsible experience with Draper City.
- Must obtain two additional certifications from NRPA, NAYS, EventBrite or approved certification from supervisor.
- Must have acceptable safety record.
- Must have acceptable performance appraisal.

### **KNOWLEDGE, SKILLS AND ABILITIES**

1. Working knowledge of advertising and public relations, marketing and events management preferred. Experience in advertising, design, layout and copy writing; principles and practices of fund raising, sponsor development and grant writing; problems and issues associated with organized community events; community needs and interests; operations, functions and terminology common to the work are desirable.
2. Ability to plan, organize, develop and administer activities for a variety of community special events.
3. Communicate effectively verbally and in writing; communicate with tact with the public in confrontational circumstances.
4. Identify and develop alternative funding sources.
5. Evaluate programs and procedures; exercise independent judgment in evaluating situations and in



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making recommendations.

6. Operate variety of media and office equipment, personal computer and apply various program applications related to word processing and desktop publishing.
7. Develop effective working relationship with supervisor, fellow employees, members of the community, Mayor and City Council, public and private organizations, and boards.
8. Excellent customer service orientation and skills are essential.
9. Must have the ability to meet expected deadlines and attain measurable results as defined by the Recreation Director or their designee.

### **WORKING CONDITIONS AND PHYSICAL DEMANDS:**

Generally comfortable and typical office conditions with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain. Periodic regional and local travel required in the normal course of job performance. Attendance at some evening functions or irregular working hours on weekends or holidays may be required. Talking, hearing and seeing, are essential to job performance. Common eye, hand, finger dexterity required. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Considerable stress associated with decision-making and issues affecting operation and delivery of various community programs and events, and as a result of human behavior, human error, work deadlines, and the demands of multiple complex projects. Occasional exposure to changing weather conditions while working outdoors.

*The City of Draper is an equal opportunity employer without regard to race, color, religion, national origin, disability, genetic information, sex or age.*

*The intent of this job description is to provide a representative summary of the major responsibilities and duties performed on the job. It is not intended to be an exhaustive list of all job-related duties and responsibilities that an employee may perform. An employee in this position will be required to perform any other job-related duties required by their supervisor. This job description is not intended to and does not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.*