

**CITY OF COCONUT CREEK
JOB DESCRIPTION**

JOB TITLE: Special Events Assistant
DEPARTMENT: Parks and Recreation
FLSA STATUS: Non-exempt

GENERAL PURPOSE:

Performs senior-level associate work in the Parks and Recreation department. Assists in the coordination and scheduling of community program and events held in City facilities and parks. Work is performed under limited supervision with moderate latitude. Position relies on experience and exercises independent judgment to determine best approach by using and interpreting policies and procedures.

EXAMPLES OF ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the classification. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Provides administrative support to the Special Events Planner including budget reporting, monitoring expenditures, collecting vendor invoices, procuring City permits for events, preparing information packages and letters, and maintaining electronic and paper files
- Updates content on department and City webpage
- Edits, proofreads and corrects all press releases and flyers
- Edits and posts event photographs to photo albums
- Organizes and tracks stored equipment and supplies for special events
- Assists in the coordination and implementation of City-wide special events and community programs, including recruiting and maintaining an active list of volunteers
- Participates in City's Communication Advisory Committee
- Assists participants, oversees vendors and staff, troubleshoots arising issues, sets up and breaks down equipment, and photographs all events
- Assists the Special Events Planner with the City's banner advertisement program
- Plans and implements specialized activities Performs other related duties as assigned and/or required

MINIMUM QUALIFICATIONS:

High school diploma or GED; supplemented by two (2) or more years' clerical and/or administrative work experience; an equivalent combination of education, certification, training, and/or experience may be considered.

Must have a state of Florida driver license.

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KNOWLEDGE, SKILLS, AND ABILITIES:

- Skill in Microsoft Office products (Word, Outlook, and Excel)
- Skill in providing good customer service
- Ability to work indoors and outdoors for extended periods of time, especially during special events
- Ability to multi-task while working with tight deadlines and shifting priorities
- Ability to quickly and independently learn new software
- Ability to organize work for timely completion
- Ability to work with minimal supervision
- Ability to clearly communicate and understand information in English, both orally and in writing
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work
- Ability to regularly attend work and arrive punctually for designated work schedule, including evenings, weekends, and holidays

PHYSICAL REQUIREMENTS:

Depending on functional area of assignment, tasks involve the periodic performance of moderately physically demanding work, usually involving lifting, carrying (up to 50 pounds), and pushing and/or pulling of moderately heavy objects and materials (up to 50 pounds). Tasks that require moving objects of significant weight require the assistance of another person and/or use of proper techniques and moving equipment. Tasks may involve some climbing, stooping, kneeling, crouching, or crawling. Tasks may involve extended periods of time at a keyboard or work station and extended periods of time standing and/or walking.

ENVIRONMENTAL REQUIREMENTS:

Tasks are regularly performed inside and/or outside with potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes and/or poor ventilation, wetness, humidity, rain, temperature, and noise extremes, machinery and/or moving vehicles, vibrations, electric currents, animals/wildlife, toxic/poisonous agents, gases or chemicals, oils and other cutting fluids, violence and/or disease, or pathogenic substances.

SENSORY REQUIREMENTS:

Some tasks require manual dexterity, in addition to visual and hearing acuity. Some tasks may involve identifying and distinguishing colors.

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The job description does not constitute an employment agreement between the City and employee and is subject to change by the City as the needs of the City and requirements of the job change.

The City of Coconut Creek is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, The City provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

Job Title

Name (print)

Employee Signature

Date

Supervisor's Name (print)

Supervisor's Signature

Date