

**CITY OF COCONUT CREEK
JOB DESCRIPTION**

JOB TITLE: Special Events Planner
DEPARTMENT: Parks and Recreation
FLSA STATUS: Exempt

GENERAL PURPOSE:

Performs intermediate-level professional work in the Parks and Recreation department. Plans, organizes, and implements citywide special events and community programs. Work is performed independently under limited supervision with considerable latitude. Position typically requires processing and interpreting of more complex, less clearly-defined issues.

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.

- Plans and implements special events based on the needs of the community and available resources
- Conducts inter-departmental planning and implementation meetings before and after events including all de-briefing sessions for improvement suggestions
- Recruits professional performers, promoters, concessionaires, and equipment rentals; develops contracts as necessary for professional services
- Develops marketing materials and campaigns and determines appropriate media distribution outlets to disseminate information to the general public for special events
- Oversees department web page and updates materials, and is the main content writer
- Oversees the City's banner advertising program
- Coordinates the volunteer program for City events by determining volunteer needs and actively recruiting and engaging volunteers
- Prepares and obtains approval of City, county, and state permits for special events as required
- Prepares, distributes, and calculates the results of departmental customer satisfaction surveys
- Works closely with Public Information Manager for advertisement of special events
- Supervises assigned personnel and volunteers; assigns and oversees workload; manages performance
- Performs other related duties as assigned and/or required

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MINIMUM QUALIFICATIONS:

Bachelor's degree in parks and recreation, journalism or related discipline; supplemented by two (2) or more years' experience planning and implementing special events and activities; an equivalent combination of education, certification, training, and/or experience may be considered.

Must have a state of Florida driver license.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Advanced knowledge of municipal recreation and park programming, activities, and special events
- Knowledge of marketing, advertising, and sales promotion
- Skill in Microsoft Office products (Word, Outlook, PowerPoint, and Excel)
- Skill in providing good customer service
- 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 use critical thinking skills to arrive at solutions and suggest improvements to processes
- 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 ability to exert light physical effort usually involving some lifting, carrying (up to 50 pounds), and pushing and/or pulling of objects and materials of light weight (up to 50 pounds). Usually involves some climbing, balancing, stooping, kneeling, crouching, crawling, walking or standing. 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.

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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