



# City of Tempe

## SPECIAL EVENTS PROJECT COORDINATOR+

### JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	545	<i>Department:</i>	Community Services
<i>Supervision Level:</i>	Supervisor	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Sr. Recreation Coordinator+
<i>Safety Sensitive / Drug Screen:</i>	Yes	<i>Physical:</i>	No

Click [here](#) for more job classification information including current salary range.

### DISTINGUISHING CHARACTERISTICS

This is the entry level class in the Special Events Project Coordinator series. This class is distinguished from the Sr. Special Events Project Coordinator by the performance of the more routine task. Appointment to the higher level within the classification requires that the employee perform the full range of duties with only occasional instruction or assistance as new or unusual situations arise and the employee is fully aware of the operating procedures and policies of the work unit.

### REPORTING RELATIONSHIPS

Receives direction from the Community Services Manager.

May provide supervision to technical and administrative staff.

### MINIMUM QUALIFICATIONS

<i>Experience:</i>	Three (3) years of experience in event management including two (2) years of event production and execution. Some supervisory experience is preferred.
<i>Education:</i>	Equivalent to a bachelor's degree from an accredited college or university with major course work in event management, public or business administration, recreation or a degree related to the core functions of this position.
<i>License / Certification:</i>	Possession of a valid driver's license.

### ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values by providing facilitation of special events using creativity, innovation, flexibility to the applicant, both internal and external. Collaborate

with city departments and staff supporting special events and review all logistics and operational systems to identify and maintain current practices in obtaining a special event permit, which at times can be complex due to partnerships and contracts. Liaison for external partners through City of Tempe processes.

## OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Advise, consult and provide information to the Community Services Manager regarding new approaches the delivery of Special Event services.
- Supervise the activities and review the work of temporary staff involved in providing special event services to Tempe customers.
- Participate in the selection of staff; provide functional/technical direction or may directly supervise assigned staff; coach and mentor staff, and as needed, to correct deficiencies and/or implement discipline procedures.
- Resolve all inquiries, complaints and requests for services from citizens, residents, applicants, business owners, developers, property owners, property managers, internal personnel, and City of Tempe partners in an open and creative manner.
- Communicate and work in partnership with and provide information to the citizens, residents, applicants, business owners, developers, property owners, property managers, internal personnel, and City of Tempe partners regarding special events and projects.
- Monitor progress of special events and projects from the time of submittal to Special Events through the final approval and issuance of the Special Event Permit.
- Assemble and direct appropriate multi-disciplinary teams.
- Participate in establishing and maintaining Special Event timetables, schedules and calendars.
- Maintain official records related to meetings, issue resolution and decisions.
- Maintain a list of active special events and projects; and current status.
- Make recommendations to Task Force members regarding compromising to get to resolution for complex issues with internal/external partners and applicants. Ensure final direction from Task Force assignments are carried out in a timely manner.
- Coordinate and liaison with Task Force and public safety groups, assessing applicant's needs regarding short-and long-range planning issues.
- Performs research and evaluation of special event trends; prepare documentation based on forecast of special events; maximizing positive economic impact while marketing and increasing visibility of the City.
- Manage special projects, studies, and research; serve on Council Committee as directed.
- Manage the project/s on site to ensure successful execution of the event in the accordance with City policies, procedures and Task Force Committee requirements and stipulations.
- Manage the after-action reporting and post review meetings with internal and external partners, including the applicant.
- Manage overall implementation of risk management and safety recommendations.

- Perform, as needed, as an event producer of internal special events based on departmental needs.
- Provide pro-active performance planning utilizing performance management tools.
- Perform related duties as assigned.

### PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Operate city vehicles;
- Work is performed in a general office environment with moderate noise;
- Operate a variety of standard office equipment including a computer, telephone, calculator, copy machine;
- Continuous and repetitive arm, hand and eye movement;
- May work in a stationary position for considerable periods of time;
- May lift and carry materials weighing up to 25 pounds;
- May require extensive reading and close vision work;
- May require working extended hours;
- May work alone for extended periods of time;
- May travel to/from meetings and various locations.

### COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision

*For more information about the City of Tempe's competencies for all classifications:*

[City of Tempe, AZ : Competencies](#)

### JOB DESCRIPTION HISTORY

*Effective December 2019*