

City of Fort Worth, Texas Job Description

Classification Title	Public Events Coordinator		
Job Code:	TC5370	Job Family:	Technical/Para-Professional
Pay Grade	510	Date Reviewed:	06/16/15
FLSA Status	Nonexempt	Date Revised:	

GENERAL SUMMARY

Coordinates and assists in developing programs and events at various City facilities. Oversees activities from inception to completion, within the operating procedures of a large multi-use public facility. Supports and monitors operational activities. Manages vendors and operational services. Arranges for necessary permits and fee collection when needed.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Works with external client sources (e.g., meeting planners, city officials) to evaluate overall event specifications in order to develop written event manifest and work orders that effectively communicate to operational staff and contractual vendors how to adequately service the event.
2. Manages vendor and operational services to prepare for, support and monitor public events, including correspondences with audio visual, emergency management personnel, transportation, caterers, decorators, parking and electrical.
3. Assists in implementation of goals and objectives; establishes schedules and methods for providing public event services; and, implements policies and procedures.
4. Monitors program performance; recommends and implements modifications to systems and procedures.
5. Monitors and evaluates quality, responsiveness, efficiency and effectiveness of assigned public event programs service methods and procedures. Works with employees on the continuous improvement of programs, events and services.
6. Plan the layout and assembly arrangement of public events. Conducts inspections of facilities to ensure proper event arrangement and assembly.
7. Evaluates event set up arrangements, staging locations, utility and sound specifications and locations, and catering service areas.
8. Maintain records and develop reports relating to the operations and general business activities of public events coordination; oversee inventory of supplies and equipment.

9. Supervises and provides directions to personnel in the operation, scheduling and coordination of events including assembling and disassembly of equipment, lighting, tables, chairs, etc.
10. Ensures compliance with all safety regulations by coordinating with other departments such as the Fire and Police departments.
11. Attends events to ensure efficient operation.
12. Participates in the preparation and administration of assigned budget. Submits budget recommendations and monitors expenditures.
13. Incorporates new developments in the field of public events coordination as appropriate into municipal programs.
14. Performs other related duties as required.
15. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
 - Principles and practices of public event management.
 - Facility design and arrangement capabilities.
 - Fire and safety codes.
 - Requirements for public and private events of various sizes.
 - Recent developments, current literature and information related to public events coordination.
 - Methods and techniques of management and supervisory principles.
 - Modern office equipment including computers.
 - Pertinent Federal, State and local laws, codes and safety regulations.
- **Skill in:**
 - Prioritizing work activities.
 - Making sound decisions.
 - Seeing the big picture.
 - Strong computer skills.
 - Time management.
 - Operating equipment.
 - Multitasking.
 - Crowd management.
- **Ability to:**
 - Communicate clearly and effectively, both orally and in writing.
 - Coordinate and oversee public events arrangement and completion.
 - Plan, coordinate, assign and review work procedures.
 - Prepare and implement accurate and detailed event setup information.
 - Interpret drawings and sketches of public event arrangement.
 - Maintain accurate records and inventory.
 - Allocate limited resources in a cost effective manner.

- Anticipate client needs.
- Remain flexible and accommodating when working with clients.
- Establish and maintain effective working relationships.

MINIMUM JOB REQUIREMENTS

Associate's degree from an accredited college or university with major course work in Marketing, Business Management, Business Administration or a related field and four years of increasingly responsible experience in working with various organizations and groups on the promotion and scheduling of public events, including one year of administrative responsibility.

OTHER REQUIREMENTS

Valid Texas Driver's License.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking, repetitive motions, climbing, balancing, pushing, pulling and lifting.

PHYSICAL DEMANDS

The physical demands described here 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 functions.

Light Work – Depending on assignment, positions in this class typically exert up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and/or a negligible amount of force constantly having to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for the Sedentary Work category and the worker sits most of the time, the job is rated Light Work.