

# CITY OF BEAVERTON

## Events Coordinator

### General Summary

Manage the daily operations of a variety of city-wide events and art programs.

### Key Distinguishing Duties

Plan, promote, organize, implement, lead and evaluate city-wide events and art programs.

### Essential Functions

*Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.*

1. Coordinate the conceptual development of events and art programs; analyze needs and recommend implementation processes and procedures.
2. Develop and produce outreach, education, marketing, promotion and communication strategies for events and art programs.
3. Develop work plans, timelines and resource allocations for events and programs. Monitor progress to ensure objectives are met. Prepare reports and recommendations.
4. Develop event and art program budgets in consultation with the Senior Program Manager; monitor and track expenses.
5. Develop RFPs for event-related and program-related contracted services. Participate in the selection and oversight of contractors and consultants. Administer contractual agreements for events and programs. Direct and oversee contractors and consultants per agreements.
6. Select, train and direct event volunteers. Provide direction to City staff at the event(s) to which staff has been assigned.
7. Prospect, solicit and maintain community sponsors for events and art programs. Participate in and initiate fundraising activities for events and art programs
8. Respond to public inquiries regarding events and programs. Serve as an events and arts advisor to the community. Resolve issues that may arise.
9. Manage and participate in event construction or set up, and breakdown, including coordination and project supervision of employees and volunteers.
10. Evaluate events and art programs post completion. Solicit feedback from participants and attendees. Identify, recommend and implement changes for future improvement.

11. Maintain manual and computer files, records and other information systems related to program functions. Establish and maintain databases, project tracking systems and other technical information systems required for studies, projects and programs.
12. Participate in department/division/section operational processes including procedure development and implementation.
13. Provide excellent internal external customer service. Create a positive experience for customers through professional and courteous behavior and creative problem resolution. Focus on producing high quality results.
14. Produce an acceptable quantity and quality of work that is completed within established timelines.
15. Represent the City to the public in operational functions as required. Advance and protect the interests of the City and its citizens in all matters.
16. Develop safe work habits and follow all required safety policies, procedures and techniques. Contribute to safety of self, co-workers and the general public.
17. Participate in the City Emergency Management program including classes, training sessions and emergency events.
18. Follow standards as outlined in the Employee Handbook.
19. Support and respect diversity in the workplace.

### **Other Functions**

1. Perform related duties of a similar scope and nature.

### **Knowledge Required**

- ◆ Working knowledge of principles and practices of community and/or commercial event planning.
- ◆ Working knowledge of principles and practices of event and arts program administration.
- ◆ Working knowledge of marketing and advertising principles and practices.
- ◆ Working knowledge of principles and procedures of budgeting and financial record keeping.
- ◆ Basic knowledge of laws and ordinances pertinent to events and arts programs.
- ◆ Basic knowledge of practices and principles of public/business administration practices and decision-making.
- ◆ Basic knowledge of strategic planning principles.
- ◆ Basic knowledge of public purchasing and contracting laws and regulations.
- ◆ Basic knowledge of cultural sensitivities and customs.

### **Skills/Abilities Required**

- ◆ Ability to apply excellent internal and external customer service skills.

- ◆ Ability to communicate effectively with diverse customers, employees, contractors, other agencies, public officials and the general public.
- ◆ Ability to establish and maintain effective working relationships with employees, contractors, other agencies, public officials and the general public.
- ◆ Ability to make presentations before groups.
- ◆ Ability to use general office equipment.
- ◆ Ability to effectively negotiate terms with vendors and promoters.
- ◆ Ability to participate on a team focused on producing high quality results.
- ◆ Skill in using word processing, database applications, spreadsheet programs or other application software as required for position
- ◆ Skill in standard English grammar, spelling and usage.

**Minimum Qualifications Required for Entry**

Associate’s degree in marketing, business, public administration, or related field and two years’ experience in coordinating high-profile events; or an equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position.

**Licensing/Special Requirements**

- ◆ Positions in this classification are required to possess a valid driver’s license and the ability to meet the City’s driving standards.

**Working Conditions**

Regular focus on a computer screen; daily use of a keyboard or similar device; occasional standing for prolonged periods; occasional dealing with distraught or difficult individuals; frequent travel to local off-site locations; frequent operation of a motor vehicle on public roads; frequent attendance at meetings or activities outside of normal working hours, including evenings and weekends; frequent lifting and carrying of event equipment and supplies up to 20 lbs. and infrequently up to 50 lbs.

**Classification History**

Classification created: October 2012  
 Status: SEIU  
 FLSA: Non-exempt

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 Department Head Signature

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 Human Resources Signature

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 Date

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 Date