

CLASS TITLE: SPECIAL EVENTS COORDINATOR

PURPOSE OF THE CLASSIFICATION: Under general supervision manages and coordinates the planning and technical permit process of numerous city-wide special events and other planned group activities on public and private property and performs other related assigned duties.

ESSENTIAL TASKS:

- Manages and coordinates special events including festivals, parades, runs, walks, farmers' markets, films and other planned group activities held on public and private property
- Acts as technical adviser to other Event Coordinators, organizers, clients and citizens, providing assistance and expertise with permit compliance, public safety/health/security requirements, special technical services and risk assessment
- Assists Neighborhood Liaisons with block parties and citizen's involvement in neighborhood activities
- Compiles event information for future planning purposes, preparing and completing all necessary paperwork from the initial submission of the permit application to the event conclusion, including creating maps
- Serves as a liaison to event organizers, host committee, community, neighborhood associations and city departments to achieve safe and successful standards
- Promotes and stimulates good community relations and interaction with partnerships, user groups and affiliations, encouraging participation
- Attends various meetings to provide assistance, guidance and disseminate information for event organizers, neighborhood associations and local businesses
- Works closely with citizens, non and for-profit agencies, community, local business and city department leaders/personnel to promote and support event stabilization and vitality
- Investigates and resolves problems and complaints from the public
- Develops and maintains performance and safety standards for special events and activities
- Periodically reviews and recommends changes to city ordinances and policies and procedures to positively impact and improve event efficiency and effectiveness
- Prepares news releases and correspondence and communicates personally with appropriate organizations, associations, city departments and outside agencies
- Maintains and updates the Special Events Web Calendar with current event listings and interactive maps
- Chairs the Special Events Coordinating Committee Meeting and maintains applicable event files, records, reports and maps
- Operates a City vehicle to examine route and venue closure requests, coordinating impact on City of Tulsa operations, businesses and neighborhoods
- Must report to work on a regular and timely basis.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in specialized program area, technical communications or a related field and two (2) years of progressively responsible experience in special event management, planning and permit processing; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Considerable knowledge of the methods, practices and techniques involved in patron services and special event planning and coordination. Ability to coordinate a variety of activities involved in the planning and execution of events; ability to communicate both verbally and in writing; ability to investigate and resolve public problems and complaints; ability to operate a computer and appropriate software applications; ability to work long and irregular hours, including weekends and holidays; ability to understand and influence the behavior of others within the organization, customers or the public in order to achieve job objectives and cause action or understanding. Exceptional

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organizational skills necessary to analyze the needs of the customers and clients in order to anticipate certain service requirements.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; frequent walking and standing; may be subject to frequent lifting and carrying, and pulling up to five pounds, with occasional lifting and carrying up to 50 pounds; frequent balancing, bending, handling, climbing, smelling and twisting; occasional reaching, kneeling, crawling and feeling; vision, speech and hearing sufficient enough to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operator's License and Special Event Management Certification; and American Traffic Safety Services Association Certification recommended.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting and outdoors and in inclement weather; and subject to irregular work hours including nights, weekends and holidays.

Class Code: 3511

EEO Code: N-03

Pay Code: AT-32

Group: Clerical and Administrative

Series: General Administrative

Effective Date: August 27, 2010