



Job Title	Special Events Coordinator	FLSA Status	Exempt
Band	PRO	Probationary Period	12 Months
Zone	2	Job Code	17803

Class Specification – Special Events Coordinator

Summary Statement:	
<p>The purpose of this position is to coordinate with the activities and operations of the special events section of the City of Colorado Springs Parks, Recreation, and Cultural Services Department. This will include all aspects of event and program planning for City-wide special events as well as events held at City- owned park sites. This position will also assist with marketing functions for the department including social media, internal and external communications, and website maintenance.</p>	
Essential Functions	Note: Regular and predictable attendance is an essential function in the performance of this job.
Time % (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
30%	Builds relationships with event vendors, suppliers, sponsors, staff, and third party event planners; monitors and evaluates the efficiency and effectiveness of special events coordinated within the City; and measures, reports, and analyzes results of events.
30%	Serves as the liaison between event promoters and the City; provides onsite supervision for large scale events and new events to monitor and improve the quality of the event and services provided; provides applicable event information to other City departments; represents assigned events to other divisions, departments, elected officials, and outside agencies; and coordinates assigned activities with those of other divisions, departments, outside agencies, and organizations.
20%	Coordinates and implements communications on the departmental social media accounts and webpages; and provides day-to-day management functions of all social media and web pages.
20%	Coordinates with department-wide marketing projects to include participation in the marketing plan development, communication, and implementation; and provides responsible staff assistance to assigned higher-level management staff.



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Competencies Required:

Human Collaboration Skills: Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.

Reading: Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Math: Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Writing: Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Technical Skills Required:

Skilled in a Technical Field: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.

Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Bachelor’s degree from an accredited college or university with major coursework in communications, marketing, recreation administration, business administration, or a related field.

Experience: Three years of full-time experience in event planning, marketing, or communications.

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.

Certifications required in accordance with standards established by departmental policy.



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Supervision Exercised:

Requires the occasional direction of volunteers, helpers, assistants, seasonal employees, interns, or temporary employees.

Supervision Received:

Receives General Direction: This job title normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.

Fiscal Responsibility:

This job title has no budgetary responsibility.

Physical Demands:

Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.

Environmental Conditions	Frequency
Primary Work Environment	Office Environment
Extreme Temperature	Seasonally
Wetness and Humidity	Seasonally
Respiratory Hazards	Never
Noise and Vibrations	Never
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Never
Exposure to Communicable Diseases	Never

Machines, Tools, Equipment, and Work Aids: Computer, printer, copier, telephone, and standard office equipment.

Specialized Computer Equipment and Software: Microsoft Office, specialized web management software, and social media software.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original Date: January 2015