



Job Title	Special Event Supervisor	FLSA Status	Exempt
Band	SUP	Probationary Period	12 Months
Zone	5	Job Code	12776

Class Specification - Special Event Supervisor

Summary Statement:	
The purpose of this position is to plan, direct, manage, and oversee the activities and operations of the Office of Special Events of the City of Colorado Springs. This includes all aspects of event and program planning for city-wide special events as well as events held within the City of Colorado Springs owned properties.	
Essential Functions	Note: Regular and predictable attendance in the performance of this job is an essential function.
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.
35%	Oversees the planning, managing, and reporting of outcomes for special events.
10%	Oversees staff by developing performance plans and actively select, train, motivate, and evaluate personnel and assists with employee relationships within the scope of the position.
5%	Oversees the development of bid and RFP processes and contractor selection.
20%	Develops relationships with both internal and external stakeholders to include working effectively and serving in a liaison role with all levels of staff, outside agencies, governmental entities, and various stakeholder groups.
10%	Develops marketing materials, analyzes event staffing needs, and monitors financial obligations for each event.
10%	Participates in development and implementation of objectives and policies.
5%	Participates with coordination and facilitation of community and department meetings.
5%	Communicates with and engages the public by responding to difficult or sensitive citizen inquiries and complaints.



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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: Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. 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 business administration, marketing, communications, or a related field.

Experience: Five years of full-time responsible event planning experience including four years direct supervisory experience in a management and/or administrative capacity.

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: The employee 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 oversees budget preparation for event budgets. Reviews and approves expenditures for each special event.

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	Several Times per Month
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Never
Exposure to Communicable Diseases	Rarely

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

Specialized Computer Equipment and Software: Microsoft Office.

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: September 2014