

COMMUNITY EVENTS COORDINATOR**SUMMARY:**

Under limited supervision, plans and implements City of West Palm Beach events, press conferences and special promotions; and performs related duties as assigned.

ESSENTIAL FUNCTIONS: *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

DUTIES AND RESPONSIBILITIES: *(which are not in any hierarchical order)*

1. Places and confirms orders for required materials and event components such as security, tenting, waste management and fencing.
2. Coordinates logistics for City events including the development of site plans and site operations plans.
3. Develops and coordinates monthly promotions for City events.
4. Oversees and negotiates contracts with food vendors, beverage providers and catering companies to provide hospitality services.
5. Prepares and maintains budgets, monitors and records related expenses and revenues, responsible for vendor billing and reconciliations.
6. Solicits and maintains sponsors for City events.
7. Composes and negotiates event related contracts for services and entertainment.
8. Arranges and coordinates road closures and detours, requests and coordinates City services for sanitation, grounds operations, traffic operations, police, fire/EMS, banner placements and electrical services.
9. Provides supervision to others assigned to assist in events production including site set-up and break down.
10. Creates and distributes related written materials to customers, participants and other involved organizations and individuals.
11. Meets with community groups and non-profit organizations regarding events.
12. Coordinates and supervises internship program.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of City resources for community events.
- Knowledge of County, State and City codes regarding food preparation and service.
- Knowledge of the principles and techniques of event scheduling.
- Knowledge of budgeting.
- Knowledge of the principles and practices of program management.
- Knowledge of the principles and practices of marketing.
- Skill in developing and maintaining effective relations.
- Skill in negotiating contracts for entertainment, hospitality and logistical services.
- Skill in scheduling, organizing and administering community events.
- Skill in workload management.
- Skill in using project management software.
- Skill in supervision.
- Ability to communicate effectively orally and in writing.
- Ability to work flexible hours including evenings and weekends.
- Ability to establish and maintain effective working relationships with supervisors, peers, employees, and members of the general public.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves detailed concentration for long periods of time in a modified office environment and in an outdoor environment. There may be occasional need for light to heavy lifting (up to 25 pounds). This position may also require the use of City vehicles on City business. Individuals must be physically capable of operating the vehicles safely and

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have an acceptable driving record. The City of West Palm Beach promotes and maintains a drug/alcohol free work environment through the use of mandatory pre-employment and random drug testing for certain employees.

MINIMUM QUALIFICATIONS: Bachelor's Degree from an accredited college or university with a major in Business Administration, Marketing, Recreation or a related field and (3) years experience in the field of event management including one (1) year supervisory experience, or any equivalent combination of training and experience. A valid driver's license from any state (equivalent to a State of Florida Class E) may be utilized upon application; with the ability to obtain the State of Florida driver's license within 30 days from day of appointment