

EVENTS SPECIALIST

SUMMARY:

Under close supervision, coordinates City services and schedules events produced by outside agencies; assists staff with event logistics, plans and implements logistics for the City events conferences and 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. Assists staff with City sponsored events as requested; tasks may include fund raising, sponsor servicing, site operations and programming.
2. Places and confirms orders for required materials and event components such as food, security, tenting, waste management and fencing.
3. Monitors and records related expenses and revenues, and estimates required budgets.
4. Provides supervision to others assigned to assist in events production.
5. Creates written promotional materials.
6. Creates and distributes related written materials to customers, participants, and other organizations and individuals.
7. Interfaces with the public at special events.
8. Arranges and coordinates City services from various departments.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the principles and techniques of event scheduling.
- Knowledge of City resources for community events.
- 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 public relations.
- Skill in scheduling, organizing and administering community events.
- Skill in workload management.
- 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). The City of West Palm Beach promotes a drug/alcohol free work environment through the use of mandatory pre-employment drug testing. This position may also require the use of City vehicles on City business. Individuals must be physically capable of operating the vehicles safely and have an acceptable driving history.

MINIMUM QUALIFICATIONS: Bachelor's Degree from an accredited college or university with a major in recreation, Leisure Management or a related field, or any equivalent combination of training and experience. A valid Florida driver's license is required.

Alternate Requirements: High School Diploma or GED and four (4) years of experience in event management. A valid Florida driver's license is required.