



## Village of Palmetto Bay

### Position Description

**POSITION POSTING DATE:** MONDAY, JULY 27, 2015

**POSITION CLOSING DATE:** FRIDAY, AUGUST 7, 2015

No applications will be accepted after 5:00 p.m. (local time) on the closing date.

**POSITION TITLE:** Special Events & Programs Coordinator

**FUNCTIONAL AREA:** Parks & Recreation Department

**PAY GRADE:** 17

**PAY RANGE:** Min.: \$33,716.80 Annual/ \$2,809.73 Monthly/ \$16.21 Hourly

Max.: \$53955.20 Annual/ \$4,496.27 Monthly/ \$25.94 Hourly

**CLASSIFICATION:** Full-Time; Non-Exempt

**APPROVED/UPDATED:** March 2010/May 2015

#### **General Summary**

The position is responsible for the development and implementation of the special events program for the Village of Palmetto Bay, inclusive of marketing, programming and fundraising efforts.

#### **Supervision Received and Exercised**

Works under the supervision of the Parks and Recreation Director or designee; exercises no supervisory responsibilities.

#### **Essential Duties and Responsibilities**

- ◆ Plans and organizes all special events sponsored by the Village of Palmetto Bay.
- ◆ Develops an annual special events program in advance of the fiscal year, to include a budget and fundraising plan for each event; revises and updates the program throughout the year as required and/or as directed.
- ◆ Seeks and secures funding opportunities for special events such as sponsorship programs and grant funding; completes funding requests and grant applications as directed.
- ◆ Develops marketing strategies to promote special events.
- ◆ Handles all matters required for the implementation of special events from the permitting process to final execution and clean-up.
- ◆ Procures equipment, materials and supplies and solicits and secures required instructors & vendors; ensures that all vendor requirements are met in advance of the event; coordinates required staffing levels with the Park Supervisors.
- ◆ Provides customer assistance in person or via telephone in a courteous and professional manner; regarding events and/or programs; ensuring safety and compliance to all park rules and regulations.
- ◆ Monitors special events conducted by third parties on Village property to ensure compliance with all Village requirements, including permits, licenses, facility rules and regulations, etc.
- ◆ Performs administrative tasks such as preparing special reports, procuring office supplies, typing and editing correspondence, resolutions memoranda or other material, and other related work.
- ◆ Maintains high ethical and professional standards at all times.
- ◆ Performs other related duties as assigned.



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#### **Minimum Qualifications**

##### **Education & Experience**

- ◆ Bachelor's Degree in Recreation, Marketing, Business Administration, Facility Management or related field.
- ◆ Two (2) years of previous work experience in organizing and marketing special events and/or functions, or a combination of specialized parks programming expertise and marketing.
- ◆ Prior fundraising and/or grant-writing experience required.
- ◆ A valid motor vehicle operator license.
- ◆ Computer literate with proficiency in Microsoft Excel, Word, Publisher, and PowerPoint.

##### **Other Required Competencies**

- ◆ Proficiency in oral and written communications skills.
- ◆ Requires excellent public relations skills and the ability to maintain effective working relationships with the general public, co-workers and elected officials.
- ◆ Must self-motivated and organized with the ability to work independently while exercising discretion and sound judgment
- ◆ Must be able to work a flexible schedule including nights and weekends

##### **Work Conditions & Physical Factors:**

- ◆ Work is performed indoors in an office environment, as well as outdoors during special events; incumbent may be exposed to sunlight, inclement weather, noise, dust, fumes, dirt, and grease.
- ◆ Must have the use of sensory skills in order to effectively communicate and interact with other employees, colleagues and the general public through the use of the telephone, email and personal contact
- ◆ Requires the ability to effectively use and operate different office equipment, including but not limited to, a telephone, desktop computer, calculator, copier, scanner, fax machine, etc.
- ◆ Requires sitting, standing, walking, bending, crouching, reaching & extending and repetitive motion; occasional lifting and moving of light objects.

**The minimum requirements may be waived by the Village Manager based on experience and other qualifications. The Village of Palmetto Bay reserves the right to update and/or change this job description at any time. The Village of Palmetto Bay is an Equal Employment Opportunity Employer and Drug-free Workplace.**

**Once a conditional offer has been made, selected applicants are required to complete all requisites established by the Village for employment, which may include verification of employment, a national criminal background check, a review of the applicant's driving record, and a drug/alcohol test.**