

## **Town of Victor vacancy- Salary rate \$24.24/hr**

**Candidate will be initially appointed on a provisional basis pending a Civil Service Exam to be held later. To gain permanent status, the candidate must be successful in the exam according to the Rule of Three, which will be scheduled at a later date.**

### SPECIAL EVENTS COORDINATOR

#### MINIMUM QUALIFICATIONS: EITHER:

1. Possession of a Bachelor's Degree, or higher, in Business Administration, Communications, English, Hospitality Management, Journalism, Public Relations, or other directly related field, AND one (1) year of full-time paid experience, or its part-time equivalent, in coordinating, planning, and executing public entertainment events which must have included contract negotiations, promotion of and logistical coordination; OR
2. Possession of Associate's Degree in Business Administration, Communications, Hospitality Management, Journalism, or other directly related field AND three (3) years of full-time paid experience, or its part-time equivalent, as described in (1) above.

SPECIAL NOTE: EDUCATION: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee

SPECIAL REQUIREMENT FOR APPOINTMENT: Certain assignments made to employees in this class will require reasonable access to transportation to meet field work requirements made in the ordinary course of business in a timely and efficient manner.

DISTINGUISHING FEATURES OF THE CLASS: An incumbent in this position coordinates, plans, promotes, and implements a wide range of community entertainment and cultural festivities and events sponsored by a municipality and assist other community organizations when using municipality-owned locations. The Special Events Coordinator is responsible for negotiating contracts and handling the logistics of events and for selecting vendors, community members, and others needed to conduct the event. The incumbent assigns tasks to service workers for municipality sponsored events. Evening and weekend hours are required. General direction is received from higher-level municipal administrator(s). Oversight and instruction of support personnel is a requirement of this position. Does related work as required.

#### TYPICAL WORK ACTIVITIES: (Illustrative only)

Recommends festivals and cultural events to enhance and promote the municipality and neighborhoods throughout the community;  
Collaborates with community groups and committees to plan and implement community events and festivals;  
Plans and implements logistics for municipal sponsored entertainment and cultural events;  
Provides on-site coordination at municipality-produced events;  
Evaluates and approves event applications, referring unusual requests to administration;  
Determines and coordinates all necessary municipal support services necessary for public events;  
Coordinate with impacted neighborhood groups;  
Prepares contracts and vouchers;  
Works with municipality departments responsible for advertising and promotion of events sponsored by the municipality;  
Coordinates public safety and security requirements with appropriate agencies and departments;  
Identifies and negotiates with local performers and vendors to participate in the municipal-sponsored events;

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## SPECIAL EVENTS COORDINATOR

### TYPICAL WORK ACTIVITIES: (Continued)

Organizes and monitors the work of contractors to ensure that event specifications are met;  
Prepares post-event reports and invoices;  
Maintains the event calendar for municipality owned locations;  
Researches and recommends entertainment and cultural programs;  
Compiles metrics for measurement of effectiveness of individual events and of the events program in general;  
Provides supporting information for the preparation of the budget for events;  
Research, reviews, and recommends necessary facility enhancements to support events within the municipality;  
Researches and assists with preparing grants to support arts, cultural and community events;  
Oversees interns and other event support staff;  
Works collaboratively with other municipal departments to ensure safety and enhance wellness and quality of life for residents;  
Assists in the development of policies and fees for the use municipality owned property;  
Supports non-municipal events that are using municipality owned locations;  
Assists with events conducted for employees of the municipality.

### FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of public relations principles and methods; good knowledge of the methods and procedures of producing, publishing and distributing community information materials; working knowledge of area events and activities; ability to identify and prepare grant applications; ability to communicate clearly and effectively, both verbally and in writing; ability to organize, plan and oversee multiple activities simultaneously; ability to negotiate and promote activities; ability to train and oversee staff and volunteers; ability to maintain effective communication with public and private agencies, as well as the general public; initiative; dependability; flexibility; sound judgment; physical condition commensurate with the demands of the position.

APPROVED: JANUARY 10, 2014

REVISED: NOVEMBER 18, 2022

CIVIL SERVICE CLASSIFICATION: COMPETITIVE