

City of Dunedin, Florida
Class Description

JOB TITLE: Special Event Coordinator
Parks & Recreation Department
Recreation Division

GENERAL STATEMENT OF JOB

Under limited direction, responsible for the supervision, management, operations, and customer service of various special events, programs, and ceremonies for the City of Dunedin. Plays a crucial role in planning, coordinating, and executing various special events. Requires a passion for event management, excellent organizational skills, and the ability to work collaboratively with various stakeholders to create memorable and impactful experiences. Ensures that all City policies, procedures and safety regulations are followed at all times. Performs related professional and supervisory work as directed. Reports to the Director or Parks & Recreation.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Emphasis on supervising, managing, coordinating, and facilitation of event logistics such as venue selection, permits, equipment rental, catering, and entertainment with non-profit organizations, for-profit groups, private businesses/organizations, community groups, local businesses, vendors, and city produced events. Provides expertise, direction, and management for staff, operations, customer service, and general program development.

Develops and implements comprehensive plans for a variety of special events, including parades, festivals, community gatherings, dedications, ceremonies, and cultural celebrations considering logistics, budget constraints, and community needs.

Supervises on-site event operations, ensuring that all elements of the event are executed according to the established plan. Oversees set-up, breakdown, and overall logistics, collaborating with vendors, contractors, and volunteers to ensure a smooth event flow. Ensures activities are properly set up.

Supervises assigned employees and/or volunteers. Supervisory duties include scheduling; instructing; assigning, reviewing and planning work of others; maintaining standards; coordinating activities; allocating personnel; selecting new employees; ensuring employees are properly trained for the work being performed; preparing employee evaluations and providing performance feedback; acting on any employee issues by recommending discipline, or other employee actions.

Organizes, facilitates, and collaborates closely with event organizers, internal and external departments such as Communications, CRA, Public Services, Parks & Recreation, Sanitation & Recycling, Risk Management, local Fire Department and local Sheriff Department to ensure seamless coordination and execution by scheduling meetings to ensure all parties are prepared before an event; create detailed event timelines outlining pre-event, on-site, and post event activities to ensure all tasks are executed efficiently and deadlines are met. Create a team-oriented approach to problem-solving and decision-making.

Collaborates with Risk Management and emergency services to incorporate thorough risk assessments for each event identifying accessibility features, potential hazards, and implementing proactive measures to mitigate risks. Responsible for implementing safety measures throughout all phases of event planning and execution. Develops and collaborates with security personnel and local law enforcement to implement security measures including crowd control for events to ensure the safety and well-being of participants, staff, and volunteers. Establishes communication protocols and contingency plans as needed.

Develops, implements, and ensures that all City policies, procedures and safety regulations are followed at all times. Communicates frequently and professionally; collaborates with other entities to ensure cohesion on standards and protocols. Assists with the safety inspection process during events with Risk Safety and Fire Department.

Addresses and resolves on-site issues promptly, demonstrating effective problem-solving skills and flexibility in adapting unforeseen circumstances by maintaining a positive and calm demeanor under pressure.

Receives and responds to public inquiries, concerns and complaints regarding Special Event activities and requests for assistance. Responses are in various forms, including but not limited to public presentations, personal visits, telephone, written, or electronic communication.

Assists with developing bid documents for contractual services such as porta let companies, custodial companies, light towers, etc. Processes contractor payments.

Conducts thorough post-event evaluations to assess the success of each event focus on safety performance. Analyzes incidents, gathers feedback, and implements improvements to enhance safety measures for future events.

Manages and builds relationships with community and community partners; ensures compliance with agreements and schedules; provides conflict resolution, encourages community engagement, and provides management to ensure successful events.

Provides creative ideas and experiences, uses imagination and adds ambiance to elevate existing events.

Organizes and facilitates meetings between event organizers and internal/external departments to ensure all parties are prepared before an event and to address any concerns or issues after the event.

Reviews special event applications/permitting requests with Special Event Programmer, Recreation Superintendent and Parks & Recreation Director.

Coordinates and obtains event entertainment and equipment, including movies, music, performers, services, vendors, and guest speakers, etc; ensures the availability of required supplies and equipment; orders and maintains a supply inventory.

Processes event license fees; accepts, receipts and records event fees and other revenues. Creates special event cost estimates, invoices, and final invoices.

Presents and/or supervises recreational programming in assigned area(s). Coordinates programs and activities with other City departments, agencies, community organizations and the public as appropriate.

Solicits community support and sponsorships; oversees and supports the development of the special event calendar; promotes and markets to the community and media through updated information on event calendar websites; provides information regarding programming to the public through the preparation and distribution of effective publicity materials.

Performs a wide range of administrative duties in the daily, weekly, and monthly operations. Maintains budgets and makes recommendations on budgetary spending. Compiles data for and prepares required records and reports; creates invoices for agreements, memorandums, rentals; prepares and coordinates quotes for requisitions; ensures vendors and event promoters have up-to-date certificates/licenses; reviews various documents and reports.

Obtains and coordinates vendor deliveries and picks up necessary equipment and supplies for events.

Coordinates and supervises the use of facilities by outside groups and individuals; participates in general custodial, grounds keeping and maintenance duties as required; facilitates open, close and coverage; assists in events and programming.

Researches and obtains all necessary permits, licenses, and approvals required for each event, adhering to city regulations and guidelines.

Acts as Staff Liaison to various community boards/organizations. May attend Board or Committee meetings as needed.

Processes payroll for Special Event Programmer and other recreation staff as needed.

Processes special event work orders in the city work order system.

Compiles data and prepares written reports, spreadsheets, memos, and maps utilizing the internet and various computer software.

ADDITIONAL JOB FUNCTIONS

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Performs other clerical duties as required including typing, proofreads, faxing, filing, maintaining, retrieving and updating files, copying documents, distributes and/or transmits a variety of routine records, forms, reports, memos, agreements, ordering and maintaining office supply inventory and preparing and processing mail.

Maintains city van and mileage records.

Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires a Bachelor's Degree in Event Management, Hospitality, Public Administration, Parks & Recreation Administration or a related field with four (4) years of verifiable, professional level work experience in planning special events and programs.

Prior supervisor experience is preferred.

An equivalent combination of education, training and experience that provides the required knowledge, skills and abilities may be considered.

SPECIAL REQUIREMENTS

Must possess knowledge of computer operations including Microsoft Office and Recreation software.

Requires current certification in CPR and First Aid.

Must possess valid Florida driver's license with appropriate endorsements.

May require special certifications or licenses as applicable to assigned area(s).

Hours will be varied, and consist of some weekends, nights and holidays. Must be available to respond to special events, rentals and program issues as needed.

This position is Category B for the purposes of Dunedin Emergency Management. The incumbent may be required to be onsite/available as scheduled during times of emergency as declared by the City/County Commission or City Manager.

PERFORMANCE INDICATORS

Knowledge of Work: Has thorough knowledge of the methods, procedures and policies of the City of Dunedin as they pertain to the performance of essential duties of the Special Events Programmer. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Is able to assist in the planning and implementation of creative programming for various ages. Understands specific City, County, and State ordinances as they apply to the duties and responsibilities of the position. Is able to work under moderately stressful conditions related to balancing multiple projects within the constraints of time available, personnel capabilities, financial resources, and political considerations. Is able to react professionally at all times, dealing with sensitive situations with tact and diplomacy. Knows how to apply supervisory and managerial concepts and principals. Is able to train, assist, motivate and provide leadership to volunteers and employees. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Has the ability to plan, organize and prioritize daily assignments and work activities. Strong organizational, multitasking, and problem-solving skills is required. Is able to read and interpret various materials pertaining to the responsibilities of the job. Is able to assemble information and make written reports and records in a concise, clear and effective manner. Knows how to maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation. Clearly understands any occupational hazards and adheres to all safety precautions inherent in performing the essential functions of the work.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to arrange, compare, count, differentiate, measure and/or sort data and/or information. Includes judging whether readily observable functional, structural or compositional characteristics are similar to or divergent from prescribed standards, procedures or routines.

Human Interaction: Requires the ability to function in a supervisory/managerial capacity for a group of workers. Includes the ability to make decisions on procedural and technical levels. To demonstrate excellent interpersonal skills, energy, and enthusiasm. Develops and maintains cooperative and courteous relationships inter-and intra-departmentally and with external entities with whom the position interacts. Tactfully performs duties and handles requests, suggestions and complaints in a courteous manner with the utmost integrity and in the best interest of the public.

Equipment, Machinery, Tools and Materials Utilization: Requires the ability to use, operate and/or handle equipment such as a computer/smartboard, copier, calculator, telephone, hand and yard tools, and various special equipment according to assigned area(s) of programming.

Verbal Aptitude: Requires the ability to use a variety of reference and descriptive data and information. Has the ability to communicate effectively both verbally and in writing; able to speak, write and understand English.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; to calculate decimals and percentages; may require the ability to perform mathematical operations with fractions.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, teaching and leadership. Ability to exercise independent judgment to apply facts and principles for developing approaches to and techniques to problem resolution.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory, judgmental or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert moderate, though not constant physical effort, typically involving some combination of stooping, kneeling, crouching, and some lifting, carrying, pushing and/or pulling of objects and materials of moderate-heavy weight (12-50 pounds). May require the ability to perform and/or demonstrate various physical skills involved in recreational programming. Office tasks require a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; some positions require sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as data entry, filing and/or the use of office equipment or supplies.

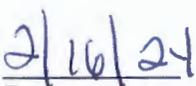
Sensory Requirements: Some tasks require visual and auditory perception and discrimination as well as oral communications ability.

Environmental Factors: Some tasks may require exposure to adverse weather conditions, temperature extremes, wetness/humidity, dust/pollen/smoke, harsh chemicals/cleaning agents, equipment hazards, communicable disease, strong odors.

The City of Dunedin is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.



Director of Parks & Recreations



Date