

City of Dunedin, Florida
Class Description

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

GENERAL STATEMENT OF JOB

Under limited direction, responsible for assisting in the supervision, management, operations, and customer service of various special events, programs, and ceremonies for the City of Dunedin. Ensures that all City policies, procedures and safety regulations are followed at all times. Performs related professional and supervisory work as directed. Assumes duties of Special Events Coordinator in their absence. Reports to the Special Events Coordinator.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

The duties below are representative of the duties of the class and are not intended to cover all the duties performed by the incumbent(s) of any particular position.

Assists in the management, supervision, and monitoring of event implementation, facilitation, registration, and rentals. Provides expertise, direction, and management for staff, operations, customer service and general program development, planning, and promoting. Develops and implements comprehensive event plans for a variety of special events, considering logistics, budget constraints, and community needs.

Program emphasis on coordinating and managing special events with non-profit organizations, for-profit groups, private organizations, and/or city produced.

Assists in coordinating and supervising the use of facilities and outdoor space by outside groups and individuals; participates in general custodial, grounds keeping and maintenance duties as required.

Plans for different event scenarios, including contingency plans for possible weather or other unforeseen conditions and creates an event action plan.

Manages and builds relationships with community, sponsors, vendors, 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. Works collaboratively with various stakeholders to create memorable and impactful experiences.

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

Reviews special event permitting requests with Special Event Coordinator, Superintendent and Director; submits permits for events when necessary.

Coordinates daily assigned tasks for full-time, part-time, variable employees, and volunteers for special events. Provides feedback and guidance and facilitates teamwork and personal growth in internal departments as well as external for all event logistics.

Coordinates and obtains event entertainment and equipment, including movies, music, performers, services, vendors, and guest speakers; 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.

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. Integral part of the safety inspection process during events with Risk Safety and Fire Department.

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.

Oversees events on the day of, including organizing vendors, solving problems, welcoming participants, conducting event set-up and breakdown with little to no assistance and communicating with staff, volunteers, outside agencies.

Supports the marketing and promotional efforts within the department to encourage participation and growth within the community; oversees and supports the development of the event calendar; promotes and markets to the community; solicits community support and sponsorships.

Receives and responds to public inquiries, complaints and requests for assistance. Collects and analyzes feedback from participants, vendors, and stakeholders to continually improve event quality.

Performs a wide range of administrative duties in the daily, weekly, and monthly operations; maintains budgets and makes recommendations on budgetary spending;

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.

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 faxing, filing, maintaining, retrieving and updating files; compiles data for and prepares required records and reports; copying documents, ordering and maintaining office supply inventory and preparing and processing mail.

Maintains city van and mileage records.

Completes monthly safety trainings.

Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires an Associate's Degree in Parks and Recreation Administration, Physical Education or related field. At least one year of verifiable work experience in planning special events and programs 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.

Hours may be varied, and consist of some weekends, nights and holidays.

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

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. 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

2/16/21

Date