

City of Richland

Department: Parks & Recreation/Community Center

JOB DESCRIPTION – Special Events Coordinator

Purpose of Position

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To coordinate and organize all special event programming hosted by the City of Richland

**The Major Duties and Responsibilities included but are not limited to the following Job Content and Skills. Additional content and responsibilities may be identified by the City and listed as such in the incumbent's performance appraisal elements. Various tasks may be assigned under each listed duty, responsibility, and skills. The duties, responsibilities, and skills that are listed are not all inclusive and may be amended or added to as needed by the City.**

Major Duties and Responsibilities

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Coordinate special event activities for ALL ages for the City of Richland

Coordinates the events related to the Parks & Recreation / Community Center, Richland Mayors Youth Council (RMYC), and Keeping Richland Beautiful club

Must be bonded by the City of Richland for the purpose of receiving and securing monetary deposits when applicable.

Responsible for budgeting needs, defining the goals of the event, negotiating rates, and managing tickets and attendance when applicable.

Have knowledge of all policies and procedures for the Parks & Recreation / Community Center

Have knowledge in the logistics of planning and securing contacts to these events.

Aid front desk in customer relations: taking phone and in person reservations, being knowledgeable of all facilities, securing daily deposits when applicable.

The ability/willingness to work as an integral part of a team within all departments and act as a cross-departmental liaison as it relates to event planning and execution.

Create, maintain, and distribute event documents; including schedules and contact information.

Perform other duties as assigned.

## **Job Content**

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The Special Events Coordinator is a full-time, permanent position in the Richland Parks & Recreation / Community Center Department.

The immediate supervisor for this position is the Parks and Recreation Director. The Special Events Coordinator has no supervisory authority over other departmental employees.

This person works closely with and aids the Parks & Recreation Director and Sports Coordinator in planning and execution in all aspects of assigned special events.

This person will act as an Ambassador for the City of Richland when engaging in Richland Economic Development Association (REDA) events or other city involved engagements

This position requires regular work hours with flexibility required when the workload demands it, including some weekend and evening hours. There is no shift work involved in this position.

This position may require working outdoors depending on the event.

This position has accountability for monetary, fiscal, safety, and legal issues related to the work for which this position is responsible.

A high school diploma or its equivalent is required; and at least 5 years of related work is preferred for this position.

Stress level for this position is moderately high.

## **Knowledge, Skills and Abilities**

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### **Knowledge:**

- Special event activities and other sponsored events by the department
- Rules and regulations related to departmentally-sponsored events.
- City policies and procedures about purchasing.
- City ordinances
- Basic computer knowledge
- Mathematical skills
- City of Richland Safety Manual standards and regulations concerning employee safety
- Federal and State statues concerning the work of the department.
- General functions and operations of municipal government
- Continuous training on related programs that will affect community engagement.

## Skills and Abilities

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- Organize and establish special event activities.
- Possess exceptional organizational and time management skills with attention to details
- Ability to collaborate effectively with people of diverse backgrounds and ages.
- Communicate effectively with residents, elected officials, other city employees, etc. ...both oral and written.
- Maintain a professional manner when engaging with people.
- Maintain professional composure in heated situations.
- Be an effective team member with other employees.
- Meet specified or required deadlines.
- Make decisions within specified time restraints.
- Maintain confidentiality.
- Work autonomously when necessary.
- Aid in other programs and/or events sponsored by departments.
- Manage multiple tasks simultaneously with frequent interruptions.
- Follow departmental and City procedures.
- Physical abilities of lifting, stretching, standing extended periods of time may be required; especially for the setting up and take down for events.

## Dress Code:

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Business Casual – The Richland Special Events Coordinator is a professional individual that stands for the City of Richland. The appearance and image of this person directly influences the public's perception of the City's professionalism, skills, knowledge, and credibility.