



SPECIAL EVENTS AND FILMING COORDINATOR

DEFINITION

Under the direct supervision of the Community Resources Director or designee, the Special Events and Filming Coordinator shall work cooperatively with the Lead Special Events and Filming Coordinator, and other City departments, to process special event permits and still photo and filming permits, and for non-profit and commercial organizations on City property.

EXAMPLES OF DUTIES

Duties may include, but are not limited to the following:

Provides effective customer service to the public; responds to public inquiries in person, over the phone and/or by e-mail.

Serves as City liaison to various non-profit and commercial organizations requesting to hold special events on public property.

Serves as City liaison to individuals or organizations requesting still photos or filming on private or public property.

Provides an efficient permitting process for special events, and still photo/filming in the City.

Prepares reports for the Parks, Recreation, and Community Resources Advisory Commission (Commission) pertaining to special event requests for Commission review and consideration of approval.

Serves as City liaison to organizations with approved special events.

Provides assistance to the Lead Special Events and Filming Coordinator on administrative tasks associated with of the City's Special Events Permit Program's Long-Term Agreement Program and Fee Waiver Grant Program.

Works with special event permit and film/still photo permit applicants and other City departments to ensure all city policies and procedures are enforced and abided by.

Conducts pre and post special event meetings with the event producer and other City departments.

Monitors special events and still photo or filming activities. Provides schedule of activities to afterhours Recreation Leaders to complete Special Event Checklists, reviews and files Special Event Checklists.

Coordinates additional staffing needs for special events and still-photo or filming activities, as needed.

Attends monthly Department staff meetings to relay information on upcoming special events or still photo or filming permits.

Performs other duties as assigned.

QUALIFICATION GUIDELINES:

Knowledge of: Planning low to high impact level events, City government operations and functions, techniques used in public relations and customer services practices; modern office procedures, methods, and equipment including computers and office applications such as word processing, spreadsheets, and statistical databases; principles and procedures of record keeping and filing; pertinent federal, state, and local laws, codes, and regulations.

Ability to: Apply policies, procedures, laws, and regulations pertaining to assigned programs and functions; respond to requests and inquiries from the general public; operate office equipment including computers and supporting word processing and spreadsheet applications; prepare clear and concise reports; maintain records and reports; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience: Graduation from an accredited four-year college or university with a degree in Recreation Administration, Public or Business Administration, Event Management, Hospitality Management, or a closely related field. Minimum of one-year full time experience in the field of event or hospitality management.

Licenses/Certificates: Possession of a valid Class C California Driver's License with a safe driving record is required and must be maintained as valid during the course of employment.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed in a standard office environment and at indoor and outdoor recreational facilities; travel to different locations; incumbents may be exposed to inclement weather conditions; work and/or walk on various types of surfaces.

Physical: Primary functions require sufficient physical ability and mobility to work in an office recreation facility setting; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information. Some program assignments may involve other physical activities.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Approved by the Civil Service Board: 06/18/2024

Approved by the City Council:

