

AGENDA SUMMARY
GRAND COUNTY COMMISSION MEETING
SEPTEMBER 6TH, 2022

Agenda Item:

TITLE:	Approving Special Events Coordinator job description and pay grade.
FISCAL IMPACT:	Approx. \$85,000 Salary and Benefits (Annual Cost) - \$27,000 for the remainder of 2022.
PRESENTER(S):	Renee Baker, Personnel Services Director Angie Book, Old Spanish Trail Arena Director August Granath, Economic Development Director

Prepared By:

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 Director
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FOR OFFICE USE ONLY:

Attorney Review:

SUGGESTED MOTION:

I MOVE TO APPROVE THE SPECIAL EVENTS COORDINATOR JOB DESCRIPTION AND GRADE PLACEMENT AT THE GRADE 9 , ON THE 2022 GRAND COUNTY GRADE AND STEP CHART AND AUTHORIZE RECRUITMENT AND HIRING EFFECTIVE 9/7/2022.

BACKGROUND:

Currently the Special Event permitting process is being completed by the Arena Director for events at the Arena, and by the Economic Development Admin. Assistant for other county-wide events.

This full time position would simplify the process for both the Event Sponsor and the approving authority, by establishing one point of contact for all event permitting across the county. We would like to propose this position now to recruit a candidate prior to the new year, and get them involved in the event process as soon as possible.

Placing this position at the Arena, will allow for the candidate to learn the in and outs of the facility where the majority of the County events are happening. There is also office space for this position at the Arena.

This position can be funded using the Tourism promotion dollars of TRT. From pulling the market data for similar positions, it is the Personnel Services recommendation to place this at the Grade 9.

ATTACHMENT(S):

1. DRAFT JOB DESCRIPTION
2. 2022 MARKET DATA
3. 2022 GRAND COUNTY GRADE AND STEP CHART
4. WAGE AND BENEFITS CALCULATIONS
5. 2022 POSITION PAY PLAN