

Grand County

Job Description

Title: 2720	Special Event Coordinator	Job	Code:
Division:	Administration	Effective Date: 9/2022	
Department:	Old Spanish Trail Arena	Last Revised: 8/2022	

GENERAL PURPOSE

Performs a variety of **complex administrative , technical and event management** duties for Grand County facilities and off-premise for special events. Responsible for implementation of event permitting process, annual calendar, multi-department coordination for event success and to oversee and manage budgets, permit compliance and financial transactions associated with fulfillment of these programs.

SUPERVISION RECEIVED

Works under the direct supervision of the Old Spanish Trail Arena Director.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Serves as the first and centralized point of contact for all event sponsors, during any point in the Special Event Permitting process. Responsible for the entirety of the permitting process including but not limited to booking, coordinating and facilitating events at Grand County facilities and off- premise events permitted in Grand County. Responsible for collecting event permitting fees, and all required documentation needed to obtain a Special Event permit.

Promotes public and private venues and facilities in Grand County; creates an inventory of venues; researches, identifies; and facilitates bidding and solicitation activities with private, public parks, and recreation. Responsibly promotes special events and county facilities through social media, marketing, telephone and email contacts from other facilities, etc.

Prepares materials for the Special Events Advisory Committee, Referral Agencies and Grand County Commission. Presents special event applications to the appropriate approval authority. Coordinates meetings with special event organizer applicants, co-operating agencies, managers, and others to process the applications. Facilitates application review and permitting requirements, including conditional approvals.

Handles issues and troubleshoots emerging problems; maintains and updates special event log; maintains special events County web page(s); conducts pre and post events evaluations and reports outcomes; oversees the special events calendar; works with event organizers to locate venues and services.

Coordinates with Grand County Facilities Staff in scheduling and organizing various set-up and take-down logistics for events; maintains on-going contact with clients as needed to ensure client satisfaction and positive customer experience and relations.

Develops working relationships with meeting planners and event coordinators; assists groups and organizations with logistical planning of on-site and off-site special events and programs; coaches group organizers in the process of setting up and conducting special events, including space requirements, audio-visual equipment, catering, etc. Coordinates and conducts site and event inspections and acts as

the liaison between customers and Grand County staff to assure proper chain of communication and customer satisfaction.

Assures easy access to program and event histories and documentation, contact lists, vendor lists, etc. Utilizes various software applications, i.e. ,MS Office, Google Suite,Adobe product family, scheduling software, sales tracking software, etc., as needed to establish databases, communication documents, illustration and publications;

Creates and tracks additional permits and licenses such as film, temporary business licenses and collects associated additional fees. Works with the Grand County Clerk/ Auditor's office to ensure proper collection of fees. Data collection of permits and licenses issued and fees collected to report to responsible agencies .

Additional duties and responsibilities as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:
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 - A. Graduation from high school, plus one (1) year of specialized training in a closely related field.
AND
 - B. Four (4) year of experience performing special events, public relations, marketing, or related duties;
OR
 - C. An equivalent combination of education and experience.
 2. Knowledge, Skills, and Abilities:

Considerable knowledge of purposes, principles and practices of local government; convention/event facilities; private property accommodations, areas of interest, special events, restaurants, etc., available in the Moab area; public relations concepts and practices; public or platform speaking; technical writing; organizational politics; negotiation techniques; interpersonal communication theory and methods; principles of salesmanship; hospitality industry practices; computer operations and technical software applications; desktop publishing; food and catering industry; marketing and public relations practices; proposal development, creative writing and presentation skills; negotiation techniques; strong interpersonal group motivation and communication skills; principles of salesmanship; hospitality industry practices; lead tracking and event booking software. Some knowledge of legal processes associated with maintenance of public records and documents; bookkeeping and basic accounting.

Skill in the use of general office equipment and practices.; math skills; English and grammar skills; the art of diplomacy and cooperative problem solving.

Ability to draft technical reports, documents and agreements; analyze a variety of program issues and problems and make recommendations; communicate effectively verbally and in writing; establish and maintain effective working relationships with professionals, executives (public and private) department heads, co-workers and the public; work independently and deal effectively with stress caused by workload and time deadlines; detailed, disciplined, energetic, responsive, proactive self-starter who exercises initiative, independent judgment and is able to act resourcefully under varying conditions; use radios and pagers.

Evening and weekend hours will be required, including responding to an event-holder's needs at Grand County facilities, emergency situations, and events when requested for security, cleaning, removal of garbage, and general support for the ongoing event.

3. Special Qualifications:

Must possess a current Utah driver's license.

4. Work Environment:

Incumbent of the position generally performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, which do not generally involve muscular strain, such as walking, standing, stooping, sitting, reaching and lifting. Must occasionally move up to 25 lbs. Regular talking, hearing and seeing required in the normal course of performing the job. Common eye, hand, finger dexterity required to perform some essential functions. Mental application utilizes memory for details, listening, patience, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Frequent travel required in normal course of job performance

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description.
Date _____

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