



CITY OF OMAHA CLASS SPECIFICATION

CLASSIFICATION TITLE: PUBLIC EVENTS COORDINATOR

BARGAINING UNIT: [CIV MANAGEMENT](#) CODE NUMBER: 0100

PAY RANGE CODE: [18.2 MC](#) REVISION DATE: 12/22/16

NATURE OF WORK:

This is administrative and supervisory work overseeing the scheduling of rentals and events at City of Omaha facilities, parks, and dam sites. Work involves the responsibility of ensuring that personnel are present as needed and that all safety precautions have been taken. An employee in this classification works with considerable independence, subject to general supervision. Supervision is exercised over the managers of the public events facilities.

ESSENTIAL FUNCTIONS: *(Any one position may not perform all the duties listed, nor do the listed examples include all the duties that may be performed in positions allocated to this class.)*

Provides information to the public regarding public events venues, including cost, technical information, availability, and City of Omaha rules and regulations regarding facility usage.

Coordinates scheduling and details of events with event organizers for festivals, concerts, company functions, public, and private events.

Works with city foremen to determine personnel needs for events and other necessary information; estimates event attendance, equipment, and other requirements, and imparts this information to appropriate city staff.

Manages the daily operations of city marinas and communicates with slip holders to ensure that public rules and regulations are being followed.

Prepares and distributes contractual agreements and invoices, and receives, reconciles, and deposits payment for annual leases and rentals.

Gathers and verifies event-related bills and receipts and commits monies to satisfy event obligations.

Compiles and maintains records of events as a basis for billing, including personnel and equipment used.

Assigns work, provides direction, monitors performance, and recommends the hiring, disciplining, and termination of subordinates.

Assists in preparing the public events facilities' annual operating budget.

Maintains regular job attendance in accordance with a schedule established for the position by the supervisor.

Performs other related duties as assigned or as the situation dictates within the scope of this classification.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of and ability to operate a computer or other technology using standard or customized computer or systems software applications appropriate to the assigned tasks.

Knowledge of facility, personnel, and equipment requirements in presenting public events.

Knowledge of crowd control, security, and safety techniques necessary for the welfare of event participants and spectators.

Ability to understand and interpret departmental and divisional rules, regulations, procedures, and functions and to apply them to practical situations.

Ability to learn and adapt to advances in computer, mobile, and electronic device technology and software.

Ability to determine attendance of events and arrange seating, floor plans, personnel, equipment, and other requirements.

Ability to coordinate the preparation of several events at different locations simultaneously.

Ability to prioritize and manage multiple projects, events, and responsibilities.

Ability to interview, hire, train, individuals and evaluate, plan and coordinate work assigned.

Ability to assist in annual budget preparations.

Ability to prepare and maintain accurate records and concise reports.

Ability to understand written or oral instructions.

Ability to adhere to safety policies, procedures, and guidelines.

Ability to establish and maintain effective working relationships with fellow employees, representatives from other organizations, and members of the general public.

Ability to walk from 25 to 50% of the time; to stand from 25 to 50% of the time; to sit from 26 to 50% of the time; and to climb, reach, balance, bend, stoop, squat, kneel, crouch, crawl, and type from 0 to 25% of the time.

Ability to use up to forty (40) pounds of force to move objects up to 25% of the time.

EDUCATION AND EXPERIENCE: *(The knowledge, skills, and abilities above may be acquired through, but are not limited to, the following combination of education and/or experience.)*

High school graduation or its equivalent

AND

Three (3) years of responsible experience in public events management, one (1) year of which must have been in a supervisory capacity.

SPECIAL QUALIFICATIONS

Must be able to drive or coordinate transportation to work sites throughout the City during the course of the work day.

WORKING CONDITIONS: *(The conditions herein are representative of those that must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.)*

Work is performed primarily in public events facilities, and at times outside the facilities in all weather conditions. Work is performed near moving machinery and electrical currents, in high places and confined spaces, and amid noise, fumes, dust, and odors.

EQUIPMENT OPERATION: *(Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)*

Computer
Printer
Scanner

Copier
Telephone

Calculator
Facsimile Machine

Previous Revision Date(s): 1/28/93
7/15/97
4/26/12