



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 961.2

Job Title: **EVENT COORDINATOR**

Pay Grade: 19

GENERAL SUMMARY:

Coordinates the scheduling, planning and management of special events, including supervising personnel and overseeing event production and activities.

RESPONSIBILITIES:

- Supervises personnel and directs special event activities such as evaluating and processing permits.
- Interacts with the public, communicating both orally and through written correspondence, explaining procedures and scheduling events.
- Works with special event groups to ensure their compliance with established rules, regulations, policies and procedures.
- Coordinates the complex logistics of handling special tours, events and projects, including scheduling, personnel and permits.
- Conducts on-site planning and evaluations of permitted activities, analyzing events to project and minimize problem areas.
- Ensures facility is ready and all staffing is in place before allowing public into facility.
- Operates computer to develop, generate and maintain detailed checklists, work plans, event schedules and event reports. Demonstrates proficiency with and routinely utilizes a computerized booking system.

SPECIFICATIONS:

KNOWLEDGE:

Requires an Associate degree in Marketing, Public Relations, Management or a closely related field.

EXPERIENCE:

One year of related work experience is required.

Two years of additional directly related experience may be substituted for the above degree requirement.

COMPLEXITY:

Work consists of fairly standard procedures and tasks where basic analytic ability is required, as in the comparison of numbers and simple facts in selecting the correct action.

IMPACT OF ACTIONS:

Errors in work lead to minor inconvenience and incur some costs. Work is typically performed under moderate to limited supervision with standard operating procedures. The incumbent functions under general review and at times autonomously, with the supervisor available to answer more difficult questions.

SPECIFICATIONS: (continued)

SUPERVISION EXERCISED:

Direct Supervision:

No direct reports.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with professionals and supervisors. Interaction involves information exchange and/or simple service activity requiring moderate tact and cooperation.

External Contacts:

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires moderate tact and cooperation; e.g., responding to questions which require some research to provide the correct answer.

PHYSICAL EFFORT:

The position routinely requires lifting of moderately heavy items, such as typewriters or records boxes (up to 40 pounds) and/or very long periods of walking on rough surfaces on a routine basis.

WORK ENVIRONMENT:

There are occasional minor discomforts from exposure to less-than-optimal temperature and air conditions. The position may involve dealing with modestly unpleasant situations, as with occasional exposure to office chemicals and/or extensive use of a video display terminal.

PHYSICAL SKILL:

Requires the ability to make simple gross motor responses within large tolerances.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above description.

JOB FAMILY:

Event Coordinator

Effective Date: October 1990

Revised Date: January 2002