CLASS TITLE: SPECIAL EVENTS COORDINATOR

PURPOSE OF THE CLASSIFICATION: Under general supervision manages and coordinates the planning and technical permit process of numerous city-wide special events and other planned group activities on public and private property and performs other related assigned duties.

ESSENTIAL TASKS:
- Manages and coordinates special events including festivals, parades, runs, walks, farmers’ markets, films and other planned group activities held on public and private property
- Acts as technical adviser to other Event Coordinators, organizers, clients and citizens, providing assistance and expertise with permit compliance, public safety/health/security requirements, special technical services and risk assessment
- Assists Neighborhood Liaisons with block parties and citizen’s involvement in neighborhood activities
- Compiles event information for future planning purposes, preparing and completing all necessary paperwork from the initial submission of the permit application to the event conclusion, including creating maps
- Serves as a liaison to event organizers, host committee, community, neighborhood associations and city departments to achieve safe and successful standards
- Promotes and stimulates good community relations and interaction with partnerships, user groups and affiliations, encouraging participation
- Attends various meetings to provide assistance, guidance and disseminate information for event organizers, neighborhood associations and local businesses
- Works closely with citizens, non and for-profit agencies, community, local business and city department leaders/personnel to promote and support event stabilization and vitality
- Investigates and resolves problems and complaints from the public
- Develops and maintains performance and safety standards for special events and activities
- Periodically reviews and recommends changes to city ordinances and policies and procedures to positively impact and improve event efficiency and effectiveness
- Prepares news releases and correspondence and communicates personally with appropriate organizations, associations, city departments and outside agencies
- Maintains and updates the Special Events Web Calendar with current event listings and interactive maps
- Chairs the Special Events Coordinating Committee Meeting and maintains applicable event files, records, reports and maps
- Operates a City vehicle to examine route and venue closure requests, coordinating impact on City of Tulsa operations, businesses and neighborhoods
- Must report to work on a regular and timely basis.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:
Training and Experience: Graduation from an accredited college or university with a bachelor's degree in specialized program area, technical communications or a related field and two (2) years of progressively responsible experience in special event management, planning and permit processing; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Considerable knowledge of the methods, practices and techniques involved in patron services and special event planning and coordination. Ability to coordinate a variety of activities involved in the planning and execution of events; ability to communicate both verbally and in writing; ability to investigate and resolve public problems and complaints; ability to operate a computer and appropriate software applications; ability to work long and irregular hours, including weekends and holidays; ability to understand and influence the behavior of others within the organization, customers or the public in order to achieve job objectives and cause action or understanding. Exceptional
organizational skills necessary to analyze the needs of the customers and clients in order to anticipate certain service requirements.

**Physical Requirements:** Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; frequent walking and standing; may be subject to frequent lifting and carrying, and pulling up to five pounds, with occasional lifting and carrying up to 50 pounds; frequent balancing, bending, handling, climbing, smelling and twisting; occasional reaching, kneeling, crawling and feeling; vision, speech and hearing sufficient enough to perform the essential tasks.

**Licenses and Certificates:** Possession of a valid Oklahoma Class “D” Operator’s License and Special Event Management Certification; and American Traffic Safety Services Association Certification recommended.

**WORKING ENVIRONMENT:** Working environment is primarily indoors in an office setting and outdoors and in inclement weather; and subject to irregular work hours including nights, weekends and holidays.

Class Code: 3511  
EEO Code: N-03  
Pay Code: AT-32

**Group:** Clerical and Administrative  
**Series:** General Administrative  

**Effective Date:** August 27, 2010