

Job Class Code: 5289	FLSA Status: Exempt
Pay Basis: Salary (Annual)	EEO Category: 2

GENERAL DESCRIPTION OF CLASS

The purpose of this class is to coordinate and inventory City events and their details, facilitating interdepartmental collaboration, coordinating participation by dignitaries and successful execution of special events sponsored by the City of Chesapeake. The class is responsible for planning, organizing and coordinating special events and participating in all efforts to publicize the events. The class works under general supervision.

TYPICAL TASKS

- Coordinates and facilitates various City-wide events
- Provides checklist for City departments to ensure that special event requirements are met
- Monitors City-wide events calendar and coordinates event timelines with departments
- Advises departments on event protocol including compilation of dignitaries/guests lists
- Develops policies, procedures, and processes for City-wide events
- Collaborates with Public Communications and IT to market the events and place information on the City's website; assists in preparing publications, materials, and programs for events
- Coordinates with community groups, individuals and outside agencies and businesses
- Coordinates and establishes various social networking tools to enhance the promotion of city-wide events
- Performs other related duties as assigned

GENERAL STANDARDS

Data Involvement	Coordinates time, place or sequence of operations or activities based on analysis of data or information and may implement and report on operations and activities.
Interpersonal/People Involvement	Counsels or instructs others through explanation, demonstration and supervised practice or make recommendations based on technical expertise.
Reasoning Requirements	Performs work involving the application of logical principles and thinking to solve practical problems within or applying to a unit or division of the organization.
Mathematical Requirements	Performs addition and subtraction, multiplication and division, and/or calculates ratios, rates and percents.
Language Requirements	Reads journals, manuals, and professional publications; speak informally to groups of co-workers, staff in other organizational agencies, general public, people in other organizations, and present training; compose original reports, training and other written materials, using proper language, punctuation, grammar and style.
Mental Requirements	Performs professional level work requiring the application of principles and practices of a wide range of administrative, technical, or managerial methods in the solution of administrative or technical problems; applies general understanding of operating policies and procedures to solve complex administrative problems; requires continuous, close attention for accurate results or frequent exposure to unusual pressure.
Decisions/Supervisory Control	Makes decisions as a significant part of the job, affecting a large segment of the organization and the general public; assists in developing policies and practices.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	Requires any combination of education and experience equivalent to a bachelor's degree in marketing, advertising, business management, or a closely related field.
Experience	In addition to satisfying the vocational/education standards, this class requires a minimum of two years of related, full-time equivalent experience.
Special Certifications and Licenses	Requires a valid driver's license and a driving record that is in compliance with City Driving Standards.

City of Chesapeake

Class Title: City Events Coordinator

Special Requirements

Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies. Emergency operations support work and work locations may be outside of normal job duties.

AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

This is a class specification and not an individualized position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.

Revised 07/16/2020