The purpose of the class is to coordinate the logistics for special events at all parks and community centers in the City of Chesapeake. The class is responsible for the coordination and supervision of staff; reviewing special events work orders; event set-ups; event scheduling; utility scheduling; monitoring contracted work; securing materials, tools, furnishings and equipment; assigning and overseeing work; assisting with budgets, contracts, or other administrative functions; and completing work related logs, forms, and reports. The class works within broad policy and organizational guidelines; independently plans and implements projects; reports progress of major events through periodic conferences and meetings.

**TYPICAL TASKS**

- Coordinates the logistical specifications for special events.
- Supervises employees including selecting or recommending selection, training, assigning and evaluating work, counseling, disciplining, and terminating or recommending termination.
- Develops and maintains work logs, contract agreements, records, expenditures, and special event schedules at parks and community centers.
- Monitors and reviews work orders; determines resources required such as workers, materials, tools, furnishings and equipment; secures and prepares resources to complete work requirements including tables, chairs, tents, utilities, fencing, barriers, etc.
- Plans and schedules work and issues assignments or other work related details.
- Oversees work, ensuring compliance with event specifications, safety requirements, laws, policy, and procedures.
- Coordinates with other divisions and/or external organizations relative to special event requirements or other matters of mutual concern.
- Delivers, installs, and sets up equipment according to work orders.
- Performs administrative functions such as preparing or assisting with budgets, compiling reports, reviewing bids for services, policy development for special events management, interacting with customers or the public to resolve problems, accounting for funds, and maintaining inventory of special event equipment.
- Attends or conducts staff meetings to exchange information; attends, and schedules others to attend in-service training and technical or professional classes, seminars, or conferences to improve technical or professional skills.
- Performs other related duties as assigned.

**GENERAL STANDARDS**

| Data Involvement | Coordinates or determines time, place or sequence of operations or activities based on analysis of data, work orders or special arrangement requests. May implement and report on operations and events. |
| Interpersonal/People Involvement | Supervises or leads others by determining work procedures, assigning duties, maintaining harmonious relations, and promoting efficiency. Works effectively across division/departamental lines, as well as with various external organizations. |
| Reasoning Requirements | Performs supervisory work involving policy and guidelines, solving both people and work related problems. Coordinates multiple special event set-ups and post event operations. |
| Mathematical Requirements | Uses basic algebra involving variables and formulas, basic geometry involving plane and solid figures such as circumferences, areas, and volumes, and distances. |
### Language Requirements
Reads work orders, equipment manuals, special event arrangements, directions, etc., to solve practical problems; speaks informally to groups of co-workers, staff and external groups; composes routine and specialized reports, forms, and business letters; speaks compound sentences using normal grammar and word form.

### Mental Requirements
Performs specialized technical and professional work requiring general understanding of operating policies and procedures, and their application to problems not previously encountered; applies specialized technical or professional principles and practices in the solution of problems; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.

### Decisions/Supervisory Control
Directs actions of others, making decisions almost constantly, affecting subordinates, coworkers, and the general public.

### EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

<table>
<thead>
<tr>
<th>Vocational/Educational Requirement</th>
<th>Requires high school diploma or GED and any combination of education and experience equivalent to satisfactory completion of one year of college education in event planning, construction, mechanical, plumbing or electrical trades, or a closely related field.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Experience</td>
<td>In addition to satisfying the vocational/education standards, this class requires a minimum of four years of related, full-time equivalent experience.</td>
</tr>
<tr>
<td>Special Certifications and Licenses</td>
<td>Driver’s license or CDL. Requires a valid driver’s license and a driving record that is in compliance with City Driving Standards. Special skills or equipment certification may be required.</td>
</tr>
</tbody>
</table>

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