

**CITY OF WEST COLUMBIA, SOUTH CAROLINA
JOB DESCRIPTION – FEBRUARY 2022**

**JOB TITLE: EVENTS COORDINATOR
Administration**

GENERAL DESCRIPTION OF DUTIES

Under limited supervision, is responsible for various administrative/secretarial functions in executing decisions and providing support and assistance to the Director of Events and Publications and other organizations as determined by the Director of Events and Publications. Reports to the Director of Events and Publications.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Is responsible for managing West Columbia's Meeting Street Artisan Market. Managing tasks to include booking artists/vendors, managing production budget, coordinating with City staff for market set up and promotion of market, maintaining insurance and business licensing information on vendors and booth rentals at the Artisan Market. Is responsible for communicating with the Director of Events and Publications regarding the Artisan Market.

Is responsible for managing city rental venues including, but not limited to, Amphitheater and Community Center. Is responsible for communicating with the Director of Events and Publications and other City staff regarding other city rental venues.

Is responsible for the scheduling the maintenance of the Interactive Art Park. Generates contracts and identifies areas for improvements. Communicates project updates with City Administration, Parks and Development Departments.

Serves as the main point of contact regarding the Special Event Permit Application process, paperwork, invoicing, and MOU execution. Is responsible for communicating with the applicant, City Administration, Zoning, Fire, Parks and Police Departments regarding all aspects of the application and event details.

Assists the Director of Events and Publications to organize, plan, and manage all aspects of city-sponsored events, functions, and celebrations including receptions, community, and employee events, to ensure events are successful and cost-effective.

Assists with projects and events organized by the West Columbia Beautification Foundation, and any additional non-profit organization developed by the City as determined by the Director of Events and Publications. Is responsible for communicating with the Director of Events and Publications regarding such organizations and/or projects.

Assists with projects and events organized by the West Columbia Wellness Committee and attends the monthly meetings. Is responsible for communicating with the Director of Events and Publications regarding such organizations and/or projects.

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Assists the Director of Events and Publications with coordinating and executing events of organizations affiliated with the City as approved by the City Administrator.

Is able to organize, plan, and manage small receptions, celebrations, and employee events with limited supervision from the Director of Events and Publications.

ADDITIONAL JOB FUNCTIONS

Attends all event meetings, and events as directed by the Director of Events and Publications.

Attends the West Columbia Beautification Foundation meetings.

Attends the West Columbia Wellness Committee meetings.

Performs other related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Vocational/technical school training or associate degree supplemented by three (3) to five (5) years of experience and/or training in marketing and/or event management, or any equivalent combination of education, training, and experience which provides the required skills, knowledge, and abilities for event management. Must possess excellent organizational skills, excellent customer service-oriented skills, high level of word processing skills, and excellent writing skills. Must be proficient on MS Office. Must possess a valid SC driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines including but not limited to computer, copier, typewriter, calculator and fax machine. Must be physically able to exert up to ten pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push pull or otherwise move objects. Position may require walking, standing, reaching stooping, etc. for long periods of time. Must be able to lift and/or carry weights of approximately twenty pounds.

Data Conception: Requires the ability to compare or judge the readily observable functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes the receiving of information and instructions from supervisor.

Language Ability: Requires the ability to read a variety of documents and reports. Requires the ability to prepare documents and reports such as flyers, purchase orders, general letters of correspondence, address lists, Requests for Proposals and employee disciplinary action forms, etc., using the proper format, punctuation, spelling and grammar. Requires the ability to communicate with City Administrator, Deputy City Administrator, City Treasurer, City Clerk, Mayor and Council and other city employees, vendors and general public, etc., with poise, voice control and confidence.

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Intelligence: Requires the ability to apply principles of rational systems such as accounting, secretarial science, personnel, effective writing and speaking in order to collect data, establish facts, draw valid conclusions, solve problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral diagrammatic or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information and to follow verbal and written instructions.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; add, subtract, multiply and divide numbers; determine percentages and utilize decimals; and determine time and weight.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes in utilizing automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have moderate levels of eye/hand/foot coordination.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instructions and direction when clarification of results or consequences are justified, i.e., poor communications, variance with City policy or procedure, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within the City.

Relationships with Others: Shares knowledge with managers, supervisors and staff for mutual and City benefit. Contributes to maintaining high morale among all City employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, representatives from organizations and the general public so as to maintain good will toward the City and to project a good City image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain good will toward the City. Emphasizes the importance of maintaining a positive image within the City. Interacts with higher management, City Administrator, professionals, and the general public.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected completion time of work elements and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the City and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

The City of West Columbia is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of West Columbia will provide reasonable accommodations to qualified

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individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.