

SNOHOMISH COUNTY JOB DESCRIPTION

EVENTS SPECIALIST

Spec No. 2069

BASIC FUNCTION

To coordinate scheduling, equipment and personnel requirements for year-round events throughout the County Parks System. Negotiate permits/contracts; provide contract oversight and on-site event management.

STATEMENT OF ESSENTIAL DUTIES

1. Reviews plans for each event to determine equipment, personnel, safety, lighting, communications, parking, traffic control and health requirements; contacts applicants prior to events to confirm their needs for equipment and services. Processes permit/contract and required paperwork.
2. Coordinates with Communications team to develop event marketing plan, if applicable.
3. Meets with event applicants or in-house staff to follow up on arrangements, assists with last minute changes, breakdowns or emergencies; checks facilities, structures and equipment for potential or actual hazards to our employees and/or the general public and personally corrects or supervises the correction of unsafe conditions and equipment. Verifies contract/permit compliance.
4. Contacts event applicant after events to secure comments about ways to improve service and facilities; sends out follow up thank you letters. Finalizes contract/permit paperwork and billing.
5. Assists Supervisor or directly schedules events and activities; provides input to management to ensure there is no duplication of calendar dates use of buildings, personnel or equipment.
6. Maintains necessary records and prepares required reports.
7. Performs related duties as required.

MINIMUM QUALIFICATIONS

An Associate's Degree in recreation management, business administration or project management; PLUS, three (3) years of experience in event management, contract preparation and processing, or in a closely related field; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

SPECIAL REQUIREMENTS

A valid Washington State Driver's License may be required for employment.

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KNOWLEDGE AND ABILITIES

Knowledge of:

- event planning and administration, equipment, facilities, operations and techniques used in event programs
- applicable laws, standards, procedures, agency rules and public bidding and purchasing requirement related to event management
- effective and current event marketing/advertising strategies and techniques

Ability to:

- coordinate equipment and personnel requirements with available resources
- schedule and coordinate events
- communicate effectively both orally and in writing
- maintain accurate written records and prepare required reports
- deal with the public in a tactful and courteous manner
- establish and maintain effective work relationships with subordinates, supervisors and the general public
- effectively plan, organize, coordinate and supervise the work of temporary help

SUPERVISION

The employee in this class reports to the Operations Supervisor or other administrative supervisor. The employee receives direction from his assigned supervisor and has latitude to exercise considerable independent judgment and is expected to resolve coordination of equipment and scheduling problems encountered in the work. The work is reviewed through meetings and by evaluation of results obtained.

WORKING CONDITIONS

The work is performed throughout the Parks System both in the usual office environment and outdoors in all types of weather conditions. The employee is required to work evenings, weekends and holidays as necessary.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: February 1985
Previous Spec No. 341295
Revised and Retitled: May 1990 as Events Coordinator
Revised March 2019
EEO Category: 5 - Paraprofessionals
Pay Grade: 237 - Classified Pay Plan
Workers Comp: 1501 Hazardous