

SPECIAL EVENTS MANAGER

Salary Range: 3 (Management Salary Schedule)

DEFINITION

Under administrative direction from the Director of Recreation, Arts, and Event Tourism manages, directs, plans, oversees, implements, and coordinates the City's community events and programs; manages the implementation of the Public Art Master Plan; coordinates City of Rocklin co-sponsored events with community groups and organizations; manages the operation of the Quarry Park amphitheater and associated amenities and activities, and performs related work as required.

DISTINGUISHING CHARACTERISTICS

This is a single-position classification with overall responsibility for managing special events and activities for the City of Rocklin. This position is distinguished from the Recreation Supervisor in that the latter is responsible for supervising the day to day operations of multiple programs within Recreation.

SUPERVISION EXERCISED AND RECEIVED

The Special Events Manager reports to the Director of Recreation, Arts, and Event Tourism and is responsible for providing direct and indirect supervision over management, professional, technical, and administrative personnel within the Department.

EXAMPLES OF DUTIES, KNOWLEDGE, AND ABILITIES:

Duties may include, but are not limited to the following:

- Manages, directs, plans, oversees, implements, and coordinates community wide special events.
- Develops, implements, and monitors goals, objectives, policies, and priorities for designated program areas reflective of the community's needs and the City's and Department's overall goals, policies, and ordinances; ensures compliance with applicable governing rules, regulations, and guidelines.
- Develops and maintains a community calendar of events, activities, arts, and special projects.
- Prepares, plans, and participates in the development and administration of the department budget.
- Uses a variety of media to promote the Departments programs, events, and activities.
- Advises the City Manager and City Council on a broad range of issues within areas of responsibility.
- Oversees, directs and reviews the work of contract consultants providing assistance to staff.
- Responds to difficult or sensitive complaints and requests for information from the public.
- Prepares a variety of correspondence and reports.

EMPLOYMENT STANDARDS

Knowledge of:

- Administrative principles and methods, including goal setting, program and budget development, implementation and control, personnel management and supervision
- City organization and functions; laws, rules, codes, and regulations governing department activities
- Contemporary trends and practices of recreation, arts, and events tourism
- Operational characteristics, service and activities of recreational, cultural and community service programs
- Principles and practices of program development and administration
- Practices of contract negotiation, preparation and administration
- Principles and practices of computer-based project management and project scheduling
- Recent developments, current literature and sources of information related to project management, recreational, arts, and event tourism programs
- English usage, spelling, grammar and punctuation
- Modern office practices and technology including personal computer hardware and software
- Safe work practices

Ability to:

- Plan, organize, assign, direct, review and evaluate activities of the department
- Select, train, motivate and evaluate staff
- Develop, implement, and interpret goals, objectives, policies, procedures, and work standards
- Analyze complex problems, evaluate alternatives, and make sound recommendations related to department activities
- Analyze department support needs and ensure prompt and efficient delivery of service, materials, and supplies
- Interpret, apply and ensure project compliance with applicable federal, state and local policies, procedures, laws, regulations, codes and ordinances.
- Effectively manage the planning, development and operations of the City's recreation, arts, and event tourism programs.
- Develop plans, schedules, specifications and cost estimates for assigned projects
- Negotiate and administer service contracts and prepare bid packages
- Use and apply principles and practices of budget preparation, financial principles, and administration
- Prepare clear, concise and accurate reports, correspondence and other written materials including bids and financial information

- Establish maintain and foster positive and harmonious working relationships with those contacted in the course of work
- Use computer technology and applications in the performance of daily activities
- Meet the physical requirements necessary to safely and effectively perform the assigned duties

Minimum Qualifications:

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a bachelor's degree from an accredited college or university with major coursework in Public and/or Business Administration, Recreation Administration, Arts Management, or a related field

AND

Five (5) years of increasingly responsible local government experience including a minimum of three (3) years in an administrative or management position.

GENERAL QUALIFICATIONS:

License Requirements:

A valid California Class C driver license or higher is required at the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

Physical Requirements:

The incumbent appointed to this class must be physically able to perform the duties of this position, including mobility to work in a standard office environment, use standard office equipment and attend off-site meetings; intermittently sit at a desk for long periods of time; walk, stand, bend, squat, twist and reach while performing office duties; lift light to moderate weights;. manual dexterity to use standard office equipment and supplies and operate a keyboard, manipulate single sheets of paper and large document holders (binders, manuals, etc.); vision to read handwritten and printed materials and a computer screen; hearing and speech to communicate in person and by telephone or radio.

Working Conditions:

The incumbent appointed to this class must be willing to work in the field, drive a vehicle be willing to work irregular hours including after-hours, holidays, and weekends; be subject to "on-call" status 24 hours a day, and be willing to work outdoors in all types of weather conditions.

FLSA: E

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent. Additionally, incumbents may be required to follow any other instructions and to perform any other related duties as may be required by their supervisor.