**Event Specialist/Administrative Assistant**

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| **JOB INFORMATION** | | | | | | | | | | | | | | | | | |
| Job Title: | | Event Specialist/Administrative Assistant | | | | | | | | | | | | | | | |
| Reports to: | | City Recorder/Treasurer | | | | | | | | | | | | | | | |
| Job Level: | | Staff | | | | | | | | | | | | | | | |
| Department: | | Administration | | | | | | | | | | | | | | | |
| FLSA Classification: | | Non-Exempt | | | | | | | | | | | | | | | |
| EEO Code: | | Administrative Support Workers | | | | | | | | | | | | | | | |
| Salary Grade: | |  | | | | | | | | | | | | | | | |
| Version Date: | | August 30, 2021 | | | | | | | | | | | | | | | |
| **JOB SUMMARY** | | | | | | | | | | | | | | | | | |
| This position is has two primary responsibilities. The first is to serve as the event specialist for the City. This includes the management of City facility reservations, coordinating special events scheduled at City facilities and developing relationships and strategies to bring in future special events that benefit the local economy and fit the community’s objectives. The second is to support the City’s administrative team by performing a variety of routine to complex office duties such as assisting the public both in person and on the phone, assisting with utility billing and payment, preparing documents, reports, minutes, maintaining files, records and other duties as assigned. | | | | | | | | | | | | | | | | | |
| Essential Functions | | | | | | | | | | | | | | | | | |
| *Essential Functions* | | | | | | | | | | | | | | | | *% TIME* | |
| Managing Reservations for Oakley Facilities & Events, including ticket event sales. | | | | | | | | | | | | | | | |  | |
| Work with the Rodeo Committee to produce the annual Rodeo and Celebration. | | | | | | | | | | | | | | | |  | |
| Keep the City and community at large abreast of upcoming events. | | | | | | | | | | | | | | | |  | |
| Work with event producers both pre and post event to ensure positive experiences for participants, spectators, and community at large. | | | | | | | | | | | | | | | |  | |
| Work with the City Recorder/Treasurer to develop Special Events strategies/procedure & budgets for both operational and marketing expenses. | | | | | | | | | | | | | | | |  | |
| Be familiar with area facilities and attractions that can host or add value to the production of a special event. Develop relationships with events that provide positive economic impacts for the City. | | | | | | | | | | | | | | | |  | |
| Prepare reports, which provide insight to the City of the economic impact of events as well as the public relations benefit of being a host community. | | | | | | | | | | | | | | | |  | |
| Updating the City Website and Social Media Pages. | | | | | | | | | | | | | | | |  | |
| Maintaining Files and Records. | | | | | | | | | | | | | | | |  | |
| Assisting the Public – Customer service | | | | | | | | | | | | | | | |  | |
| Reception duties – Managing phone and walk-in traffic. | | | | | | | | | | | | | | | |  | |
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| **QUALIFICATIONS** | | | | | | | | | | | | | | | | | |
| *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.* | | | | | | | | | | | | | | | | | |
| Education | | | | | | | | | | | | | | | | | |
| High School Diploma | | |  | | | | | | | | | | | | Required | | |
| Work Experience | | | | | | | | | | | | | | | | | |
| 2 years of office experience. | | |  | | | | | | | | | | | | Preferred | | |
|  | | |  | | | | | | | | | | | |  | | |
| Skills | | | | | | | | | | | | | | | | | |
| Self-motivated and able to follow directions and work independently. | | | | | | | | | | | | | | | | | |
| Extremely competent in oral and written English with proper grammar, spelling and punctuation; the ability to speak and understand Spanish is desirable. | | | | | | | | | | | | | | | | | |
| Excellent computer skills and familiarity with Microsoft Office Products, Dropbox, Basic Internet and Email is necessary. | | | | | | | | | | | | | | | | | |
| Good public relations skills and pleasant personality. | | | | | | | | | | | | | | | | | |
| Attention to detail is important. | | | | | | | | | | | | | | | | | |
| Licenses and Certifications | | | | | | | | | | | | | | | | | |
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| **PHYSICAL DEMANDS/WORKING CONDITIONS** | | | | | | | | | | | | | | | | | |
| Physical Demands | | | | | | | | | | | | | | | | | |
| *Physical Demand* | | | | *NA* | *Rarely* | | *Occasionally* | | | *Frequently* | | *Constantly* | | | | | *Weight*  *(lbs)* |
| Carrying | | | |  |  | | X | | |  | |  | | | | | 20-50 |
| Climbing Stairs | | | |  |  | | X | | |  | |  | | | | |  |
| Crawling | | | |  | X | |  | | |  | |  | | | | |  |
| Crouching | | | |  |  | | X | | |  | |  | | | | |  |
| Feeling (size, shape, temperature) | | | |  |  | |  | | | X | |  | | | | |  |
| Fingers (Pinch, picking, typing) | | | |  |  | |  | | | X | |  | | | | |  |
| Grasping, Grip | | | |  |  | |  | | | X | |  | | | | |  |
| Handling | | | |  |  | |  | | |  | | X | | | | |  |
| Hearing (sounds @ normal levels) | | | |  |  | |  | | |  | | X | | | | |  |
| Kneeling | | | |  |  | |  | | | X | |  | | | | |  |
| Lifting | | | |  |  | | X | | |  | |  | | | | | 20-50 |
| Pulling | | | |  |  | | X | | |  | |  | | | | | 20-50 |
| Pushing | | | |  |  | | X | | |  | |  | | | | | 20-50 |
| Reaching | | | |  |  | |  | | | X | |  | | | | |  |
| Reading | | | |  |  | |  | | | X | |  | | | | |  |
| Repetitive Motions | | | |  |  | |  | | |  | | X | | | | |  |
| Sitting | | | |  |  | |  | | |  | | X | | | | |  |
| Standing | | | |  |  | |  | | | X | |  | | | | |  |
| Talking (Communicating) | | | |  |  | |  | | |  | | X | | | | |  |
| Vision | | | |  |  | |  | | |  | | X | | | | |  |
| Walking | | | |  |  | |  | | | X | |  | | | | |  |
| Stooping | | | |  |  | |  | | | X | |  | | | | |  |
| *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions* | | | | | | | | | | | | | | | | | |
| Working Environment | | | | | | | | | | | | | | | | | |
| *Working Condition* | | | *NA* | | | *Rarely* | | *Occasionally* | | | *Frequently* | | | *Constantly* | | | |
| Extreme cold | | |  | | | X | |  | | |  | | |  | | | |
| Extreme heat | | |  | | | X | |  | | |  | | |  | | | |
| Fumes, odors, dust | | |  | | |  | | X | | |  | | |  | | | |
| Hazards | | |  | | | X | |  | | |  | | |  | | | |
| Humidity | | |  | | | X | |  | | |  | | |  | | | |
| Noise | | |  | | |  | | X | | |  | | |  | | | |
| Temperature Change | | |  | | | X | |  | | |  | | |  | | | |
| Vibration | | |  | | | X | |  | | |  | | |  | | | |
| Wet | | |  | | | X | |  | | |  | | |  | | | |