

Events Coordinator

MAJOR FUNCTION

This is a professional and administrative position performing the functions of coordination and operations of Marion County owned and co-owned special events, including but not limited to securing venues, volunteer recruitment, completion of special bid applications, on-site special event set-up and management.

ESSENTIAL FUNCTIONS

The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned. The omission of specific statements does not preclude management from assigning specific duties not listed, if such duties are needed for the effective and efficient management of the County. Work is performed under the direction of the County Administrator and performance is reviewed through conferences, reports submitted, evaluation of departmental accomplishments and the efficiency and effectiveness of the results obtained.

- Implement sales and marketing client services and agreements.
- Establish relationships with all facilities within Marion County.
- Assist the Executive Director and the Tourist Development Manager in the sale, creation, and maintenance of Marion County tourism industry partners, special events, and advertising.
- Coordinate event marketing, promotions, operations, and services.
- Maintain a constant working relationship with local government partners and other relevant community organizations (i.e. Chamber of Commerce, Marion County School Board, venues, etc....) regarding tourism and sports related events and opportunities.
- Negotiate and secure discounted hotel room rates for special events, conferences and meetings in Marion County.
- Management of client databases and electronic marketing.
- Assist with the annual marketing and promotion plan that enhances the economic climate in Marion County.
- Help develop budgeting, financial control and analysis of special events.
- Other responsibilities as assigned by the Executive Director.

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SECONDARY FUNCTIONS

- Performs other duties as assigned.

CUSTOMER SERVICE

This is a front-line position for providing excellent customer service to members of the general public, other County employees, and clients of the VCB. Personal contact occurs with other employees of the unit, employees of other departments in the County, consultants, contractors, administrators, public officials, citizens, and customers/clients of the department. Service is provided in person and by phone contact.

SUPERVISION

This position does not supervise employees and is under the direct supervision by the Executive Director.

EDUCATION, EXPERIENCE, LICENSES, CERTIFICATIONS

Education and Experience.

Bachelor's degree from an accredited four-year college or university or an equivalent combination of education and work experience.

Licenses.

Possession of a valid Florida Driver License.

Certifications.

NA

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JOB SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the required knowledge, skills, and abilities.

Language Skills

- Ability to read, analyze, and interpret the most complex documents.
- Ability to respond effectively to the most sensitive inquiries or complaints.
- Ability to write routine reports and correspondence.
- Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards.

Mathematical Skills

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent, and to draw and interpret bar graphs.

Problem Solving Ability

- Able to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving a few concrete variables in standardized situations.
- Requires some judgment in selection of procedures, methods, or tools, equipment to own work to accomplish tasks.

Specialized Skills and Abilities

- Self-starter with ability to think and plan strategically, while juggling multiple tasks and projects simultaneously.
- Excellent organizational skills
- Knowledge of County venues and hotel accommodations a plus
- Advanced knowledge of Microsoft Office products

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- Experience in budget development and ability to understand and follow event budgets
- Ability to travel and participate in evening and weekend activities
- Ability to work long hours (including nights, weekends, and holidays).
- Ability to prioritize and meet deadlines.

Machines and Equipment

This employee will be required to operate a computer, calculator, telephone, fax machine, copy machine, and other general office equipment in the completion of the tasks of the position.

PHYSICAL DEMANDS

While performing the duties of this job, the employee will occasionally be required to stand, walk, reach with hands and arms, stoop, kneel, crouch, or crawl; and will regularly be required to sit, use hands to finger, handle, or feel, and frequently talk or hear. Vision requirements include color vision.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee will occasionally be required to work in wet or humid conditions. The noise level for this environment is quiet.

Established: 10/2011	Category: 5
Pay Grade: 10	Status: NE
Job Description Number: 5029	Revised: