

PROVO CITY CLASSIFICATION SPECIFICATION	
Title: Police Events Coordinator	Job Code: 4245
Date: December 04, 2019	EEO Code: OC
FLSA Designation: Non-Exempt	Civil Service Status: Covered (UC)

DEFINITION: This is highly skilled clerical work responsible for scheduling and coordinating multiple aspects of Police Department-sponsored events.

CLASSIFICATION STANDARDS: The single position allocated to this classification is responsible to a designated supervisor and performs all work under general direction. This work is distinguished from that of lower-level clerical positions by its broader scope of responsibilities.

ESSENTIAL DUTIES: Coordinate multiple aspects of Police Department-sponsored events; coordinate event schedules with various groups; coordinate workload and workflow of special events staff, including ensuring adequate coverage; ensure success of events by resolving problems and concerns as they arise; respond to administrative and community requests; may assist in preparing promotional materials, including creating posters, flyers, and press releases, and maintaining media contacts; post event information on social media accounts; develop and maintain relationships with various boards, committees, and the community; attend events and meetings; ensure event and security staff receive and follow directives; assist in recruiting, training, and evaluating event security staff; coordinate with local and federal law enforcement to ensure a safe environment for major events; arrange for coverage in absence of event staff, as needed; coordinate event application process, including ensuring plans and designs comply with applicable policies, laws, and City plans; coordinate financial billing of and maintain records of Police services for special events; maintain event documentation; evaluate event effectiveness and recommend improvements; attend trainings; may represent department in public meetings with regard to special events; assist other staff members as needed; perform other related duties as required.

MINIMUM REQUIREMENTS: High School Diploma or equivalent and three (3) years of comparable clerical experience including basic accounting and coordinating schedules **OR** an equivalent combination of job-related education and experience [substituting each one (1) year of post-secondary education for six (6) months of experience].

License(s)/Certification(s): A valid, lawful Driver's License is required.

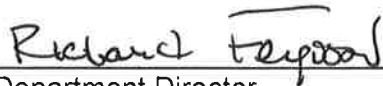
SELECTION FACTORS: *Knowledge of:* related laws, codes, rules, and regulations governing functions of the position; policies and procedures established for the work system; the operations, functions, and terminology common to the work; methods used to plan and coordinate events; problems and issues associated with organized community events; basic English composition, spelling, and grammar. *Skill in:* planning, scheduling, and coordinating events; practicing trust-building behaviors. *Ability to:* quickly and accurately perform work; deal with the public in a pleasant, courteous, and calm manner in all circumstances; communicate effectively, both verbally and in writing; develop and maintain effective working relationships with the public, coworkers, and superiors; evaluate programs and procedures; exercise independent judgment while evaluating situations and in making determinations; organize assigned work and develop effective work methods; prepare clear, concise, accurate, and informative reports; perform duties in a manner that demonstrates respect, integrity, courtesy, and kindness towards fellow workers,

customers, and the general public; demonstrate a high level of commitment to the principles of positive customer service.

TOOLS AND EQUIPMENT USED: Vehicles, computers, copier, telephone, fax machine, and other basic office equipment.

PHYSICAL DEMANDS: Sitting at a computer or desk for long time periods; traveling to and attending events and meetings, including some weekends and holidays; lifting light objects (up to 25 lbs); working extended hours as needed; and other varied physical activities associated with performing the essential duties of the job.


ENVIRONMENTAL FACTORS: Potential exposure to adverse weather conditions, high noise levels, and high-stress situations or environments, including contact with the public in confrontational or uncomfortable circumstances and other stressful conditions related to the workplace.



Department Director

12-22-2019.

Date



Mayor/Chief Administrative Officer

12-4-2019

Date

NOTE: The above statements describe the general nature and level of work being performed by the person(s) assigned to this classification. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Class specifications are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, change, or delete any and all provisions of this classification at any time as needed without notice. Reasonable accommodations may be made for otherwise qualified individuals who require and request such accommodation. This class specification supersedes earlier versions.