



Highland City

Job Description

Title: Assistant Civic Events Coordinator	Code: 155
Division: Events	Last Revised: 1/2024
Department: Community Development	Effective Date: 2/2019

GENERAL PURPOSE

This is a part-time position that performs a variety of entry-level administrative and clerical duties as needed; to expedite and coordinate the development, planning, promotion, and presentation of civic special events and programs.

SUPERVISION RECEIVED

Works under the close supervision of the Civic Events Coordinator.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

- Assists the Civic Events Coordinator with planning, organizing, and coordinating the preparation and presentation of annual events and special activities sponsored or promoted by Highland City for the benefit of City employees, residents, and businesses. These events include the Easter Egg Hunt, Fishing Program, Arbor Day Planting, City Open House, Highland Fling, etc.
- As assigned by the Civic Events Coordinator, assists in the following procures required permits for various events; contacts committee members to provide technical and administrative support; contacts and organizes volunteers (including the Highland Youth Council), sponsors, entertainment, vendors, etc.; monitors preparation schedules to assure timely completion of assignments and delivery of programs; tracking payables and entering check requisitions.
- Serves as a member of the Highland Fling steering committee.
- Using computer applications in Microsoft Word, Microsoft Publisher, or a related graphic program; create lists, brochures, flyers, announcements, and invitations to publish and advertise special events.
- Creates, edits, and releases social media and website postings as assigned.
- As assigned, represents and acts for the Civic Events Coordinator in his or her absence.
- Provides quality customer service by providing timely and accurate information to the public, portrays a positive public image, and works courteously and professionally with the public and other employees.
- Performs other duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:
 - A. Graduation from high school within 3 months of hire, **AND**
 - B. 6 months of training in general office practices and procedures, PC operation, and various software applications.
2. Knowledge, Skills, and Abilities:

Some knowledge of local government operations, processes, and services; general marketing and advertising practices and procedures; social media and website advertising; local public interest assessment methods; methods and standards for project control; documentation procedures; technical writing.

Highland City is an equal opportunity employer.

A strong working knowledge of graphic and typographic design concepts and practices; graphic designing computer applications, i.e., Microsoft Word, Publisher, Page Maker, etc. is desired for making fliers and advertising materials.

Ability to draft technical reports, documents, and materials; analyze a variety of art and design issues and problems and make recommendations; communicate effectively verbally and in writing; establish and maintain effective working relationships with distributors, executives, administrators, managers, boards, department heads, and employees; work independently and deal effectively with stress caused by workload and time deadlines.

Working knowledge of journalism standards and protocol; budgeting techniques; English and grammar; methods and standards for project control; documentation procedures; printing methods and processes; negotiation techniques; principles of organizational design, supervision, and motivation; interpersonal and organizational communications methods and techniques.

Working level skill in the art of diplomacy and cooperative problem solving; providing customer service to ensure efficient and effective interaction with the citizenry, customers, and vendors of the city.

3. Special Qualifications:

- Must have a Utah Driver's License.
- Must provide a copy of driving record.
- Must pass a drug screen.
- Must complete a background check.

WORK ENVIRONMENT:

The incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require a variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, and lifting. Talking, hearing, and seeing are essential to job performance or a reasonable accommodation for the same. Common eye, hand, and finger dexterity required. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking, and creative problem-solving. Some stress is associated with decision-making, issues affecting the operation, and delivery of various community programs and events. Periodic regional and local travel is required in the normal course of job performance. Some exposure to weather extremes while working outdoors.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights for any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions. I _____ have reviewed the above job description.

Signature: _____ Date: _____
(Employee)