



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Adam J. Bello
County Executive

Andrea M. Guzzetta Zury
Director

TITLE: **SPECIAL EVENTS COORDINATOR – PART TIME**
(Provisional* Appointment)

SALARY: \$17.12 - \$24.06 hourly

LOCATION: Monroe County Department of Parks
Seneca Park Zoo

JOB SUMMARY:

This position is responsible for planning, leading and executing a wide variety of special events. Duties involve collaborating with key stakeholders and independently coordinating all aspects of assigned events. Duties also involve seeking out performers and/or vendors, coordinating staff, including volunteers, in the operation of events and overseeing all phases of events (ex. set-up, security, waste removal, clean-up, scheduling entertainment). The employee reports directly to, and works under the general supervision of a Town Supervisor or other higher-level staff member. General supervision is exercised over staff such as recreation staff. Does related work as required.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma plus EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Hospitality Management, Marketing, Advertising or a closely related field plus two (2) years paid full-time or it's part-time equivalent experience in planning and implementing events; OR,
- (B) Four (4) years paid full-time or its part-time equivalent experience in planning and implementing events; OR,
- (C) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

SPECIAL REQUIREMENTS:

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test, along with a background investigation. Failure to meet the standards may result in disqualification.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

ADDITIONAL INFORMATION:

Effective February 2023 through December 2024 Monroe County will be providing full-time employees a quarterly \$1000 retention payment.

Visit: <https://www.monroecounty.gov/hr-choosemonroe> for more information on our county's generous paid time off, 14 holidays and more.

RESIDENCY REQUIREMENT:

Applicant must be a resident of Monroe County at the time of appointment and for at least four (4) months at the time of examination.

APPLY ONLINE OR SEND CIVIL SERVICE APPLICATION TO:

MONROE COUNTY DEPARTMENT OF HUMAN RESOURCES
39 WEST MAIN STREET - ROOM 210
ROCHESTER, NEW YORK 14614

Posting Date: May 15, 2023

Posting Deadline: June 2, 2023

*The term provisional means that you will be required to take the next Civil Service examination for this title, and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.