

## SPECIAL EVENTS ASSISTANT

Code No.: 3-18-267  
(80 Hour: 3-18-403)  
COMPETITIVE

**DISTINGUISHING FEATURES OF THE CLASS:** This is a staff position responsible for coordinating the planning, scheduling and implementation of special events and other related programs. Duties include contact with staff, sponsors and promoters to agree upon and provide services, explain rules and regulations, and discuss potential problems. The employee reports directly to and works under general supervision from the department head or other staff member. Supervision may be a responsibility of this class. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (All need not be performed in a given position. Other related activities may be performed although not listed.):

Coordinates special events planning (such as festivals, parades, rallies, concerts) to make sure that rules, policies, and agreements have been followed by event sponsors and that services agreed upon or needed are provided;

Coordinates planning and follow-up meetings given by event sponsors to explain event needs and to anticipate and discuss potential problems;

Coordinates permits, problems, potential problems, and scheduling conflicts with event promoters and sponsors;

Sets up and facilitates meetings with departmental representatives to prepare services for major events;

Takes information for Special Event applications, proposals, ensuring completeness and routing for approval;

Maintains master calendar of year's events, logging information noting scheduling conflicts and recommending appropriate dates for events;

Represents the department on variety of committees, providing information, contacting other departments for services and information, and participating in event and program planning;

Supervises, organizes, promotes and leads organized recreation education and interpretive programs;

Prepares written promotional material.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of coordinating special events planning; good knowledge of State and local rules and regulations governing special events; good knowledge of the organization and functions of the agency; ability to coordinate special events planning; ability to communicate effectively both orally and in writing; ability to establish and maintain effective professional relationships; organizational skill; good judgment; tact; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma; PLUS,

- (A) Five (5) years full-time paid or its part-time equivalent experience in public relations, public information, communications, journalism, media presentation, or preparation of written material for public dissemination, two (2) of which shall have involved responsibility for coordinating special events; OR,
- (B) Graduation from a New York State registered or regionally accredited college or university with a Bachelor's degree in Journalism, Communications, Public Relations, Public Information, English (not English Literature), Radio Television Broadcasting, or one of the social sciences; OR,
- (C) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree, plus three (3) years experience as defined in (A), two (2) of which shall have involved responsibility for coordinating special events; OR,
- (D) Any equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

**SPECIAL REQUIREMENTS:** Depending on the position duties, candidates for employment with the Monroe County Government will be required to pass a pre-employment drug test.

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

Candidates for positions at the Monroe County Department of Aviation must meet the pre-employment requirements of Part 107 of the Federal Aviation Administration Regulations prior to appointment.

**SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES:**

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

**ADOPTED:** March 31, 1988

**REVISED:** March 5, 1998

**REVISED:** April 8, 1999

**REVISED:** March 7, 2002