



Job Description

TITLE: Event Coordinator	JOB CODE: 4450
DEPARTMENT: Parks & Facilities	FLSA: Non-Exempt
PREPARED: January 2012	FLSA CLASS: Clerical
UPDATED: March 30, 2022	WORK LOCATION: Farmington, NM
	REMOTE WORK ELIGIBLE: YES

Summary: Under general supervision, performs a variety of clerical, technical, organizational and administrative activities in regard to scheduling and coordinating of events at McGee Park as well as other administrative duties in support of the overall department functions. Often the front-line representative of the department, this position must possess outstanding public relations and communication skills and be highly skilled at multi-tasking.

Essential Job Functions: *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Greets and assists promoters, vendors, and other visitors to the office; answers phones and determines nature of the calls; logs and routes calls to appropriate individuals, offices, work units, divisions or departments to handle inquiries and complaints; takes and delivers messages.
- Determines the availability of dates and facilities for requested events and/or functions.
- Maintains and continually updates web-based event calendar.
- Responsible for preparation and execution of event contracts, ensuring that all contractual obligations are met, including the insurance and security requirements.
- Responsible for creating and revising plans and layouts for different events; prepares and issues event work up sheets in accordance with the promoter or vendor's instructions.
- Collects payments and fees pursuant to fee schedule and completes deposits in accordance with department/County procedures.
- May be required to provide tours of facilities and explain options available for a specific event or function.
- Ensures that the client's needs are effectively met, and coordinates resources as needed to resolve issues or to enhance the needs of the event or function.
- Coordinates "community service" personnel as directed by the court and or county community service liaison. Completes and maintains required work records pursuant to this function.
- Develops employee work schedules and overtime schedules to assign appropriate manpower to events and functions.
- Provide administrative support for Riverview Golf Course, including but not limited to, preparing and monitoring purchasing and purchasing requisitions, updating social media sites, web page and other related duties.
- Serves as the clerical assistant to the Director and Deputy Director.
- Utilizes web-based county payroll computer system to input, access, retrieve, and analyze data, updates automated and manual computer records and tracking systems.
- Keys, edits and prepares correspondence, memoranda, letters, legal documents, information packets and other communications; responds to routine letters and composes general correspondence as directed.
- Reviews and verifies amounts and codes on monthly credit card statements for accuracy.
- Must ensure compliance with WCAG 2.0 AA and other guidelines determined by the ADA Web Coordinator when making changes to any webpage.
- Performs other duties as assigned.

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Required Knowledge and Skills:

- Knowledge of administrative procedures, methods and practices.
- Knowledge of customer service principles, practices and techniques.
- Knowledge of County policies and procedures.
- Knowledge of a variety of computer software applications including Microsoft Office and Adobe Pro.
- Skill in following and effectively communicating verbal and written instructions.
- Skill in working independently and as a team member.
- Skill in assessing and prioritizing multiple tasks, projects and demands.
- Skill in coordinating calendars, appointments, room assignments and similar activities.
- Skill in researching, compiling and preparing reports and related information.
- Skill in the use of a personal computer and standard business software.
- Skill in establishing and maintaining effective working relationships with elected officials, County staff and the general public.
- Strong negotiation and communication skills.
- Deadline oriented with good attention to detail.

Education and Experience

- Associate's degree in business administration or related field and five (5) years relevant work experience; or combination of education and experience sufficient to perform the duties of the position.
- Valid State of New Mexico Driver's license or able to obtain within six (6) months of employment.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office environment; may be subject to repetitive motion such as typing, data entry and vision to monitor; may be subject to extended periods of intense concentration in the review of documents and reports.
- May be subject to bending, reaching, kneeling and lifting such as retrieving files, records, and reports.
- Full-time work hours for this position consist of nights, weekends, holidays, and overtime. Rotating weekend and overtime scheduling is a requirement for the operations of this facility.
- Work schedule for this position may include working on religious holidays.
- Utilize, process, and navigate the County's electronic ERP system as necessary and appropriate based on the needs and requirements of this position.

Equipment and Tools Utilized:

- Equipment utilized includes computerized and conventional office equipment.

Approvals:

Employee:	_____	Date:	_____
Supervisor	_____	Date:	_____
Department Head:	_____	Date:	_____