

CITY OF PERRY, GEORGIA

JOB ANNOUNCEMENT

POSITION OPENING: 19-28 **Post Dates:** 2/07/19 – 2/21/19

Classification Title: Special Events Coordinator

Salary Range: \$40,900 - \$58,525

Location: Department of Economic Development

Term of Appointment: Regular/Full-time

Probationary Period: 12 months

GENERAL NATURE OF WORK:

The Special Events Coordinator will be responsible for planning, coordinating and implementing city and community events in the City of Perry. This individual must work closely with city staff including the department's director, Main Street Coordinator and Communications Manager as well as the Public Works Department, the Perry Police Department and the Perry Fire Department. The position requires limited supervision and the use of independent judgment.

DUTIES INCLUDE BUT ARE NOT LIMITED TO:

- Coordinates and facilitates special events for the city, including themes, concepts, and objectives in relation to organizational goals and Council initiatives.
- Foster a place making environment by encouraging collaboration between city departments and business owners.
- Responsible for creating yearly calendar of events and their implementation.
- Facilitate/create various sponsorship sale opportunities/issues.
- Researches and recommends opportunities for special events and community partnerships with outside organizations and community partners.
- Serves as a liaison between city departments, business owners, community partners and vendors in the coordination of special events.
- Develops materials and manages advertisements for a variety of events.
- Coordinates the work activities of employees and volunteers at events.
- Participates in the development of the budget for special events.
- Participates in the negotiation of event contracts and service agreements.
- Presents reports and outcomes of events to City Council and City Management team.
- Works closely with Main Street Coordinator and assists in planning smaller events for Main Street, the Downtown Development Authority and other department initiatives.
- Other duties as assigned.

WORK ENVIRONMENT:

- Frequent reaching, sitting, standing, walking, talking, seeing and hearing.
- Occasional lifting and carrying up to 50 pounds.
- Occasional weekend and evening obligations for event implementation and coordination.
- Work is typically performed in both standard office and outdoor environments, with potential exposure to adverse weather conditions.

MINIMUM QUALIFICATIONS:

- Associate's Degree or Bachelor's Degree in Recreation Studies, Public Relations, Marketing, Communications or a related field preferred.
- One year progressively responsible experience in coordinating special events.
- Requires a valid Georgia driver's license.

This position requires pre-employment and post-accident drug screening.

**THE CITY OF PERRY IS AN EQUAL OPPORTUNITY EMPLOYER
AND A CERTIFIED DRUG FREE WORKPLACE**