

Class Title: Special Events Supervisor

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to develop and execute special events of varying size and scale for the City, as well as supervises subordinates, event personnel, and volunteers. This class works under general supervision, independently developing work methods and sequences.

TYPICAL TASKS

The tasks listed below are representative of the time spent working in this class. Management may assign additional tasks related to the class as necessary.

- Plans and implements a wide variety of large-scale, citywide special events and programs such as festivals, concerts series, running competitions, and ceremonies.
- Supervises event personnel and volunteers; coordinates and schedules staff; communicates event logistics; provides direct supervision during events. Serves as duty manager for events as required.
- Manages relationships with vendors to include food vendors, equipment rental agencies, special services, and other special event-related service providers; seeks quotes and bids for a variety of services.
- Works closely with city leaders, elected officials, public safety officials, and community organizations in the delivery and coordination of special events; works with public safety agencies to coordinate emergency response planning.
- Serves on the Special Event Application Review Committee.
- Assists the Recreation Administrator in planning, managing and directing programs, and event services.
- Establishes and maintains effective working relationships with City employees, officials, and representatives from other local, state and Federal agencies
- Demonstrates regular and punctual attendance.
- Performs other duties as assigned.

GENERAL STANDARDS

Data Involvement	Coordinates or determine time, place or sequence of operations or activities based on analysis of data or information and may implement and report on operations and activities.
-------------------------	--

Class Specification

Interpersonal/People Involvement	Instructs or train others through explanation, demonstration and supervised practice or make recommendations based on technical expertise.
Asset Responsibility	Requires some responsibility for achieving minor economies and/or preventing minor losses through the handling of or accounting for materials, supplies or small amounts of money.
Mathematical	Uses addition and subtraction, multiplication and division, and/or and calculate ratios, rates and percentages.
Communications	Reads journals, manuals and professional publications; speaks informally to groups of co-workers, staff in other organizational agencies, general public, and people in other organizations and presents training; composes original reports, training and other written materials, using proper language, punctuation, grammar and style.
Judgment	Decision-making is a significant part of the job, affecting a large segment of the organization and the general public; works in a dynamic environment, responsible to assist in developing policies and practices.
Complexity of Work	Performs supervisory work involving policy and guidelines, solving both people and work related problems; requires continuous, close attention for accurate results and frequent exposure to unusual pressures.
Impact of Errors	The impact of errors is moderately serious – affects work unit and may affect other units or citizens.
Physical Demands	Performs sedentary work that involves walking or standing some of the time and involves exerting up to 20 pounds of force <i>occasionally during event support</i> .
Equipment Usage	Handles or uses work aids involving some latitude for judgment regarding attainment of a standard or in selecting appropriate items.
Unavoidable Hazards	None.
Safety of Others	Requires considerable responsibility for the safety and health of others and/or continuous enforcement of the laws and standards of public health and safety.
EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS	
Education and Experience	<ul style="list-style-type: none"> • Bachelor's Degree in Public Administration, Business Administration, Management, Education, or a related field. • Requires a minimum of five (5) years of full-time equivalent progressively responsible experience planning and directing Special Events and a minimum of one (1) year managing the work of others. • A combination of education and experience may be considered for this position.
Certifications, Licenses, and Other Qualifiers	<ul style="list-style-type: none"> • Certified Special Events Professional (CSEP) preferred. • Must possess a valid driver's license and must have and maintain a satisfactory driver's record based on the City of Hampton's criteria.

Class Specification

	<ul style="list-style-type: none"> • This position is safety sensitive and is subject to testing for alcohol and controlled substances in accordance with the City’s current substance abuse policy. • Must successfully pass a background check related to this position prior to any offer of employment or promotion.
Additional Requirements	<ul style="list-style-type: none"> • Requires effective communication with internal and external customers • May require working beyond a standard 40-hour work week. • The incumbent may be considered “essential personnel” during City emergency situations or at the direction of the City Manager which may include long hours and unusual schedules.
AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS	
<p>The ADA requires the City of Hampton provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees may discuss job accommodations with management.</p>	

This is a class specification and not an individualized position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list the essential functions for a given position in a classification.

The City of Hampton is an equal opportunity employer.