



CITY OF LONG BEACH CLASSIFICATION SPECIFICATION

TITLE: Events Coordinator I–II

DEFINITION: Under supervision, assists in promoting and coordinating City sponsored special events and filming.

DISTINGUISHING CHARACTERISTICS:

Events Coordinator I -	Performs the routine duties of the classification.
Events Coordinator II -	Performs the full range of duties. Requires two years of Special Event and/or Filming experience.

EXAMPLES OF DUTIES:

- Promotes and maximizes the use of public property and facilities for special events and film production;
- Promotes the City of Long Beach through film, video and still photography production;
- Coordinates and schedules special events/film production and monitors activities within the City of Long Beach;
- Negotiates terms and conditions of special event and filming permits within established guidelines;
- Establishes and maintains close liaison with public and private institutions, production agents and individual citizens;
- Coordinates public safety, public works and other support services required for film production and special events;
- Coordinates with production agents and the community to mitigate the impact of events and filming in the City;
- Coordinates special event and filming activities with state, county and other local agencies;
- Coordinates, conducts and attends community meetings;
- Monitors and inspects permitted locations, properties and facilities for damage and coordinates repairs and maintenance;
- Maintains records and prepares reports;
- Ensures permit holders are in compliance with state, county and local laws, ordinances, and policies;
- May supervise, train and evaluate subordinate personnel;
- Performs other related duties as required.

Events Coordinator I–II (continued):

MINIMUM QUALIFICATIONS:

Graduation from an accredited college or university with a Bachelor's degree in Public or Business Administration, or a closely related field and one year experience coordinating, planning, and/or organizing events, meetings and/or related activities;

Ability to communicate effectively both orally and in writing;

Ability to deal effectively with the public in difficult situations;

Ability to work an irregular schedule, including nights, weekends and holidays as needed;

Ability to respond quickly and calmly to emergency situations;

Ability to handle technical information, multiple projects and deadlines;

A valid California motor vehicle operator's license;

Some positions may require AFCEI certification within six months of appointment;

Experience offering specific and substantial preparation for the duties of the position may be substituted for the required education on a year-for-year basis.

HISTORY:

Approval/Adoption Dates: 1/4/2006