

City of Alamo Job Description

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|--------------------|---------------------------|------------------------|
| JOB TITLE: | Events Coordinator | |
| Reports To: | City Manager | Date: |
| Department: | City Manager | Salaried:35,000 |
| Dep No. | | Hourly: |
| Full Time: | XX | Exempt:XX |
| Part Time: | | Non-Exempt: |

Job Summary:

Under general supervision from the City Manager, Events Coordinator plans, markets, organizes and conducts all duties and responsibilities related to City events. This position plays a vital role in enhancing the city's public image, engaging residents, and fostering community pride through various media channels. He/she must use mature judgment with few precedents at times and will be subject to some degree of physical exertion in order to manipulate objects weighing 30-50 pounds.

Examples of Work Performed

- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Maintain regular, reliable, and prompt attendance, physically present to work.
- Responsible of development, coordination and execution of new and existing events, activities programs for the City of Alamo
- Maintains flexible work schedule to coordinate and attend events as needed. Coordinate, implements and keeps statistical records in order to create requested reports for designated events.
- Promote events and provides information on programs and facility to the public. Schedule, monitor and review work assignments for event personnel.
- Maintains supplies, inventories and equipment for events and compiles estimated cost. Attends, represent and promotes City at event coordination related workshops and webinars.
- Other Duties as assigned

Education/Skills Required

Must possess thorough knowledge or interest in marketing, or related coursework or one or more years of related experience and/or training, or equivalent combination of education and experience. Bilingual English/Spanish preferred. Prefer an individual with a two-year associate degree in marketing related field with at least two years' experience. Must be able to communicate with other employees effectively. Must have a valid Texas Driver's license with a satisfactory driving record.

ACKNOWLEDGEMENT

As evidenced by my signature below, I have read my job description and have fully understood my duties and responsibilities related to my employment with the City of Alamo. I also acknowledge that I am qualified to perform these duties and, with or without reasonable accommodation, can perform the essential functions of this position as described. Further, I understand that if, at any time, I am unclear as to what my job duties and responsibilities are, or what is expected of me, I will notify management to interpret these duties and expectations.

Employee (print name): _____ **Sign:** _____

Date