



## CITY OF BENTON

### **Parks & Recreation Special Events Manager**

#### Job Description

**Job Title:** Parks & Recreation

**Department:** Parks & Recreation

Special Events Manager

**Classification:** Exempt

**Reports to:** Parks & Recreation Assistant Director

**EEO Category:** Full-time

**Pay Grade:** \$48,570.00 - \$72,855.20

### SUMMARY

The **Parks & Recreation Special Events Manager** is responsible for developing, implementing, participating in, directing, and supervising quality activities for all ages. Position is deemed essential personnel and safety sensitive.

### ESSENTIAL DUTIES

To perform this job successfully, an individual must be able to perform each of the following Essential Duties satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential duties of the position:

- Develops comprehensive recreational programs for Parks & Recreation;
- Reviews and approves leave time, timesheets, and submittal of required documentation for payroll.
- Supervises departmental employees, work schedules/work activities and training.
- Ensures mandated compliance with Federal/State, Municipal statutes, rules, and regulations; implements required action(s) to remain in compliance.
- Receives and responds to citizen concerns/complaints.
- Apprises Parks & Recreation Director, either verbally or in writing, regarding incident reports as necessary.
- Assists with annual Parks & Recreation budget; monitors budget expenses.
- Plans, organizes, conducts and coordinates a wide variety of special events for the Parks & Recreation Department.
- Meets with public groups and communities to explain and promote events.
- Assists Parks & Recreation Director in securing large sporting events and serves as point of contact for pre-event coordination.
- Works with Groundskeeping and Facility Staff to ensure successful operation of events.
- Serve as event contact during event as assigned.
- Oversees the day-to-day special events operations.
- Prepares a variety of reports and other documents such as operating, activity and statistical reports, promotional materials and agenda items.
- Presents promotional materials to interested groups.

- Provides input into the development of budgets, including determining staffing and materials.
- Develops fundraising campaigns and solicits sponsor and sponsorship packages.
- Oversees special events rental and registration activities.
- Maintains contacts with neighborhood groups, schools, businesses, law enforcement agencies, volunteer and other community groups and provides necessary coordination of services.
- Uses advertising and marketing practices to best promote special events and activities to citizens and potential users.
- Reviews time and attendance reports and makes corrections before submission to payroll.
- Completes invoicing for tournaments and rentals.
- Assists departmental employees in the field as necessary.
- Operates a City vehicle.
- May perform any duties of the department in the absence of personnel.
- Performs other duties as necessary or assigned.

This job description and the enumerated Essential Duties are intended to provide general guidelines for job expectations and the employees' ability to perform the position described. This is not intended to be an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned or assumed by the incumbent as necessary to fulfill the requirements of the position.

### **SUPERVISOR RESPONSIBILITY**

The position of **Parks & Recreation Special Events Manager** is responsible for the direct supervision of **two (2) full time staff** and carries out supervisory responsibilities in accordance with the Company's policies and applicable laws, ensuring adherence to Equal Employment Opportunity (EEO) guidelines. The position performs personnel actions, including performance appraisals and disciplinary actions, including discharges; interviews and selects candidates for employment; supervises the daily activities of the department, including, but not limited to, effectively delegating assignments, developing work schedules, and providing necessary training. The position demonstrates knowledge of and adherence to Equal Employment Opportunity (EEO) policy; shows respect and sensitivity for cultural differences; promotes a working environment free of harassment of any type; and builds a diverse workforce.

### **ENVIRONMENT & PHYSICAL ACTIVITY**

The incumbent will spend most of the time performing this position in a professional office-type setting. The incumbent, while performing this position, spends time writing, keyboarding, speaking, listening, driving, seeing (such as close, color and peripheral vision, depth perception and adjusted focus), sitting, pulling, walking, standing, squatting, kneeling, and reaching. The noise level in the work environment is usually moderate to loud. The position requires regularly driving a motorized vehicle.

The incumbent for this position may operate any or all of the following: telephone, smart phone, copy and fax machines, adding machine (calculator), scanner and image systems, computer terminal, laptop computer, personal computer, tablet, printers, or other equipment as needed and/or directed.

While performing the functions of this job, the employee is continuously required to talk or hear; frequently required to walk, sit, reach with hands and arms; and frequently required to stand, climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move more than 50 pounds. Specific vision abilities required by this job include close vision; and color vision.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **MENTAL DEMANDS**

The incumbent in this position must remain current and informed on related regulatory updates, City ordinances/resolutions/policies and applicable Federal, States, Municipal statutes, rules, and regulations. He/she must be able to read and understand documents, instruments, and highly technical reports; perform detailed work; and problem solve. Incumbent must also display proficiency in analytical reasoning, math, language, presentation skills, and verbal and written communication with internal and external customers. He/she must educate citizens and the general public regarding City ordinances/resolutions/policies and the consequences of not adhering to them. Incumbent must be able to effectively manage deadlines, multiple concurrent tasks, and constant interruptions. He/she shall conduct departmental services/operations in a professional, effective and efficient manner. Incumbent shall schedule work activities during employee's absences (due to sick/vacation time) and distribute workflow appropriately. Incumbent must be able to work in a constant state of alertness and concentrate for long periods of time and foster a quality work environment by building employee trust and confidence.

### **SAFETY SENSITIVE**

This position is designated as a safety sensitive position because it requires the regular handling of highly sensitive and confidential City and customer information and operating a motor vehicle on a routine basis. Performing this job in a discreet and professional manner requires alertness at all times. Any lapse of attention could have a significant financial impact on the City and its customers, or on others while operating a motor vehicle.

## **MINIMUM REQUIREMENT & COMPETENCIES**

Basic experience, knowledge and training in Parks and Recreation typically resulting from a combination of education or years of experience in Parks & Recreation or the equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities to satisfactorily perform the essential functions of the positions.

### **Basic Qualifications:**

- Bachelor's Degree in Parks Administration, Physical Education or related degree, preferred.
- Five (5) years' experience in parks administration, recreational programming/event planning or related area, required.
- Two (2) years supervisory and managerial experience, required.
- Valid Arkansas Driver's License, required.
- Current American Red Cross Certification or must be able to obtain certification within six (6) months of employment.
- Certified Parks & Recreation Professional CPRP Certification, preferred.
- Basic proficiency in Microsoft 365.

### **Knowledge**

- Knowledge of Parks & Recreation management principles, facility use and maintenance requirements.
- Knowledge of regulatory requirements, City ordinances, applicable state and local laws regarding departmental services.

### **Skills**

- Skill in supervising personnel, services, and operations.
- Skill in communication orally and in writing.
- Skill in organization and scheduling of work activities.
- Skill in operation of personal computer and MS Word.
- Skill in operation of City vehicle to perform essential functions.

### **Abilities**

- Ability to communicate in a positive, friendly manner to employees, supervisor, coworkers, clients, etc. at all times.
- Ability to provide effective leadership/supervision to personnel, and services/operations.
- Ability to develop policies/procedures to ensure safe, efficient operations of facility.
- Ability to develop and accurately maintain departmental records as mandated or necessary.
- Ability to explain new or amended City ordinances/policies regarding departmental operations.
- Ability to monitor collection of fees and issuance of receipts.

## **ACKNOWLEDGEMENT**

Management reserves the right to change this job description at any time according to business needs. This document does not represent a contract of employment and is not meant to alter the at-will status of an employee's employment in any way. The City of Benton reserves the right to change this job description and/or assign tasks for the employee to perform, at any time, with or without notice, as it may deem appropriate.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_