SANDY CITY
APPROVED POSITION SPECIFICATIONS

I. Position Title: Special Events Assistant

Revision Date: 8/05
EEO Code: Admin. Support
Status: Non-exempt

II. Summary Statement of Overall Purpose/Goal of Position:

Under the direction and supervision of the Director of Community Affairs, functions as the Community Affairs Secretary and as Special Events Assistant. As such, provides secretarial support for the Director and assists the Director with the coordination of city and cultural arts events and programs as assigned.

III. Essential Duties

- Assist the Director in the coordination of city cultural and special events as requested and directed.
- Coordinate all purchasing in compliance with code, including soliciting and receiving bids.
- Maintain visual records of events.
- Maintain artist, purchasing, vendor, and contract files.
- Receive calls from public.
- Receive walk-in visits from public.
- Distribute press releases as directed.
- Keep minutes in meetings as assigned.
- Copy and distribute agendas, correspondence and minutes.
- Sell season and special event tickets.
- Distribute marketing material and other correspondence.
- Attend amphitheater events as requested and represents the Director.
- May be responsible for executing various administrative studies, surveys, and report preparations.
- Maintain the Director's schedule.
- Scan local newspapers and collect relevant articles.

IV. Marginal Duties

- Performs other duties as assigned.

V. Qualifications

Requirements: Valid Utah Driver's License is required.

Education: High school diploma or equivalent required; graduation or certification from an accredited program of communications, office management, secretarial studies or closely related field preferred.

Experience: Two years closely related work experience; may substitute any equivalent combination of education and experience.

Knowledge of: Principles of office management and clerical practices, municipal government, cultural arts; correct English usage and spelling; computer applications - including WordPerfect, spreadsheets, graphics, and purchasing system.

Responsibility for: Responsibility for the efficient operation of the Office of Community Affairs, condition and use of materials and equipment, transactions involving the sale of tickets and passes, the provision of input into decision making.

Communication skills: Contacts with other departments as directed, furnishing and obtaining information; contacts requiring tact and judgement to avoid friction; frequent contact involving the carrying out of program and event responsibilities; frequent contact with public.

Tool, Machine, Equip. Operation: Type 50 wpm; regular use of copy machine, fax machine, telephone, typewriter, and personal computer.

Analytical Ability: Gather data, organize information, summarize and present reports.

VII. Working Conditions

Generally comfortable working conditions with some field work at performance and event sites. Job requires considerable mental effort and may entail some pressure and fatigue. Moderate exposure to deadlines and evening/weekend work. Frequent holiday work.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same or similar position. Management reserves the right to add or change duties at any time.