

SPECIAL EVENTS WORKER II

DISTINGUISHING FEATURES OF THE CLASS: Under supervision, incumbents of this class perform a variety of functions necessary to conduct an event or program. During the course of an event, these incumbents may set up, collect tickets, monitor crowds, collect trash, and then take down an event, etc. Incumbents are called on to work a specific event. They may work one event or many. These are temporary positions, lasting from a few hours to one to two days. Incumbents may oversee a number of Special Events Workers I. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Participates in the physical set up of a program, event, etc., including such items as arranging signs, decorating booths, moving furniture, etc., issuing and collecting equipment;

Participates in performing clerical or program support duties in connection with an event such as ordering supplies and material, compiling statistical data on attendance, tickets sold, income, etc.;

Participates in collecting tickets, selling tickets, handling cash, reconciling receipts, recording funds, etc. and supervises the collection of tickets;

Supervises parking and directs vehicles to appropriate parking areas and informs operators of requirements for permits to park in some areas; checks permits;

Participates in maintaining cleanliness of event area by setting up waste receptacles, emptying them, cleaning restrooms and replacing supplies, and by monitoring facility for spills or other slippery conditions and reporting such or cleaning as appropriate;

Provides information to the public regarding event, department policies and practices, giving directions, answering questions, as needed;

Staffs information and display booths, giving demonstrations and information as necessary;

Monitors aisles, walkways, stairways and doors to insure safe, clear access;

Advises patrons of safety, security, smoking and photo taking regulations;

Observes conditions and crowds, reporting potential problems and actual safety and security violations to appropriate staff;

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Ability to understand and carry out oral and written directions; ability to communicate clearly; ability to take direction and learn quickly; ability to get along well with others; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; reliability; courtesy; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: There are no minimum training and experience requirements for these positions.