

SPECIAL EVENTS WORKER III

DISTINGUISHING FEATURES OF THE CLASS: Under supervision, an incumbent of this class performs a variety of functions related to supervising workers at special events and programs. An incumbent may participate in the direction and oversight of work required to prepare for an event. An incumbent may coordinate a specific part of an event, such as safety, or may be responsible for segments of an event. These are temporary positions lasting from a few hours to one or two days. An incumbent would be in charge of a number of Special Events Workers II. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Performs clerical or program support work relating to the preparation, conduct and evaluation of an event, festival, program, etc.;

Compiles data, statistics and other information and prepares "after event" evaluations and reports;

Checks supplies and equipment and requisitions materials to ensure an adequate amount, maintaining equipment and supplies necessary for the event, and arranges for repair or replacement of equipment, materials and supplies as needed;

Maintains order by observing conditions and crowds and informs appropriate authorities of potential and actual hazards and problems;

Assigns workers to areas where coverage is needed, such as ticket taking or parking, and informs them of the requirements of the assignment;

Informs participants about rules and regulations and encourages cooperation;

Ensures ongoing effective communication during an event;

Supervises workers in the setup, take down and clean up of an event.

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 provide direction and oversight to 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 requirements of training and experience.