

# Exhibit 6

CITY OF CARSON  
Class Specification

City of Carson Reso. No.: 22-082  
Bargaining Unit: AFSCME Local 809  
FLSA: Non-Exempt

## **RECREATION COORDINATOR I & II (SPECIAL EVENTS)**

### **Job Summary:**

Under general supervision, plans, organizes, and coordinates special events including sales, marketing and operations. Communicates event requirements to set up staff and other City Departments. Provides work direction to support personnel.

The difference between the two levels within this job-series is Level II incumbents perform assigned duties with a higher degree of independence. Level I of this job series is the entry level.

### **Essential Duties and Responsibilities:**

(These functions are representative and may not be present in all positions of the class. Management reserves the right to add, modify, change or rescind related duties and work assignments).

1. Plans and independently coordinates various events throughout the city, including Department events, which require extensive client contact, span over multiple days and require heavy administrative details.
2. Prepares and composes a variety of written materials including invoices, reports, marketing materials, and other materials pertinent to scheduled events.
3. Coordinate booking of events, related meetings, equipment, reserving facility space and creation of invoices for payment.
4. Attracts vendors for events; reviews and approves vendor applications and performs associated billing.
5. Inspects facilities before, during and after an event.
6. Obtains documents and communicates event requirements, including scheduling Audio Visual (AV) services to appropriate parties, physical set up, parking, and labor needs to appropriate city staff.
7. Conducts walk through inspections and makes required modifications within event guidelines.
8. Serves as liaison between the city and vendors, and ensures compliance with terms of the contract, City policies and procedures, City, County and State fire and health regulations and safety codes.
9. Remains accessible during assigned events, responding to and resolving event problems or complaints from vendors, clients and patrons, maintaining a high level of customer service.

10. Trains subordinates, delegates assignments and provides guidance and directions.
11. Keeps records related to events.
12. Responds to emergency situations and takes appropriate action.
13. Coordinates virtual and in-person events as needed.
14. May assist with scheduling staff for special events and preparing related event site plans.
15. Performs other related duties, as required.

### **Education and Experience:**

#### **Recreation Coordinator I (Special Events):**

1. Graduation from an accredited college with an Associate degree, or higher, with emphasis on business administration, public administration, communications or related field.
2. And, two (2) years of increasingly responsible experience assisting with and/or planning and coordinating events or facility operations within the last five years. Experience coordinating events in a public or private community-oriented assembly facility is desirable. Experience must include heavy public contact.
3. Additional relevant experience may be substituted for the required degree on a year-to-year basis.

#### **Recreation Coordinator II (Special Events):**

A minimum of one year of full-time experience as a Recreation Coordinator I (Special Events).

### **Knowledge of:**

1. Principles and techniques used in planning and coordinating service requirements for a variety of exhibits, educations, theatrical and social events.
2. Public safety, emergency principles, health and fire codes, and related Federal, State and municipal laws and regulations governing public assembly facilities.
3. Basic public relations, diplomacy, conflict resolution and customer service skills, crowd control principles, security and operation needs of events.
4. Principles and procedures for event lay out and floor space planning.
5. Accessibility requirements.

**Skill and Ability to:**

1. Communicate effectively both orally and in writing.
2. Write effective reports and business correspondence.
3. Effectively present information and respond to questions from clients, patrons, City staff, and the public.
4. Establish and maintain a cooperative working relationship with a wide variety of people including event organizers, vendors, sponsors, City staff, and the public.
5. Provide effective customer service.
6. Creatively foresee, analyze, and resolve problems in a timely manner.
7. Anticipate, schedule and coordinate equipment, operations and service needs for a variety of events.
8. Read and interpret floor plans with a variety of instructions furnished in written, oral, diagram or schedule form.
9. Function independently and as a member of a team.
10. Monitor the quality of service provided to clients and make recommendations regarding improvements in order to retain and attract clients.
11. Work within tight, frequently changing, multiple deadlines.
12. Maintain accurate correspondence and financial records.
13. Effectively use a Window-based computer system, using Microsoft Office Suite, TylerMunis, and ActiveNet.
14. Using a personal computer and applicable software applications.

**License and Certificate:**

1. Possession of a valid California Class C Driver License and must be insurable by the City's insurance carrier. Employees in the classification will be enrolled in the Department of Motor Vehicles (DMV) Government Employer Pull Notice Program, which confirms possession of a valid driver's license and reflects driving record.
2. Possession of valid Red Cross standard certificates in First Aid and CPR within the first year of employment.
3. Forklift certification required within the first year of employment.

**Physical Requirements and Working Conditions:**

Employee accommodations for physical disabilities will be considered on a case-by-case basis.

Positions in this class normally:

1. The work is regularly performed in a fast-paced work environment with many interruptions from telephones, employees and the public.
2. Physical demands include walking, standing, kneeling, bending, reaching and lifting up to 50 pounds.

3. Frequently responds to inquiries and complaints from clients, patrons and staff.
4. Will be required to work indoor and outdoor events, through a variety of weather conditions.
5. May be required to drive City and/or personal vehicle during the course of employment.
6. May be required to work alternate schedules as assigned by management, including early mornings, evenings, holidays and weekends.