



# HUMAN RESOURCES DEPARTMENT

City of Burlington

200 Church Street, Suite 102, Burlington, VT 05401

Voice (802) 865-7145

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## EVENT PLANNER PARKS, RECREATION AND WATERFRONT

**POSTING DATE:** August 24, 2015

**RATE OF PAY:** \$20,1708

**EXEMPT/NON-EXEMPT:** Non-Exempt

**DEADLINE TO APPLY:** September 2, 2015

**POSITION STATUS:** Regular Full Time

**CLASSIFICATION GRADE:** 15

**UNION:** AFSCME

### APPLICATIONS CANNOT BE ACCEPTED AFTER THE DEADLINE DATE

The primary function of this position is to coordinate and program internal special events. This position performs professional work in the development, administration and evaluation of wide range of internal and partner special events.

#### **ESSENTIAL JOB FUNCTIONS:**

- Plan, coordinate and stage special events, festivals, concerts, and related activities. These should be geared towards all segments of the population.
- Develop the Department's entire internal event calendar, with input from all applicable parties.
- Maintain financial records, including revenues and fees generated by events, event operational costs, budget projections and analyses.
- Negotiate and monitor contracts for service providers, i.e., sound, portable toilets, trash disposal, vendors, supplies, contract employees, site plans, barricades, insurance for events.
- Develop and enhance a working relationship with various organizations, non-profits, service clubs, and businesses.
- Develop and enhance a working relationship with new and returning special event sponsors.
- Prepare and submit marketing information on internal special events to Marketing and Outreach Manager and appropriate media outlets, in accordance with Department and City procedures and policies.
- Procure, inventory, and issue supplies, equipment and instructional materials to staff for proper event management.
- Select, evaluate and supervise part-time, temporary, and seasonal staff and volunteers.
- Follow all state ACT 250 requirements designed for Waterfront Park, and applicable ordinances for other Burlington parks.
- Design procedures or make recommendations to the Superintendent of Recreation for the effective and efficient use of Department and community resources.
- Prepare and submit reports and records of special events to the Superintendent of Recreation.
- Participate in the development of goals and objectives for the Recreation Division.
- Perform all work duties and activities in accordance with City policies and procedures.
- Monitor and follow city-wide safety policy and practices and adhere to responsibilities concerning safety prevention, and report any unsafe activities and conditions.

#### **QUALIFICATIONS/BASIC JOB REQUIREMENTS:**

- Associate's Degree and two (2) of experience in municipal special event management or related field. Bachelor's Degree preferred. Additional experience may be substituted for a degree requirement on a two-for-one year basis.
- Must be able to obtain and maintain a CPRP, or IFEA certification from state and national professional associations.
- Knowledge of the principles and practices of recreational services program administration required.
- Highly developed organizational skills required to manage simultaneous event execution.
- Ability to recruit and coordinate event sponsors, vendors and volunteers.
- Ability to work independently and set own tasks.
- Ability to communicate effectively orally and in writing and knowledge of contractual writing.
- Ability to develop and adapt a schedule of recreational events to meet the needs of a diverse population.
- Knowledge of budgetary procedures preferred.
- Must be able to operate standard and computerized office equipment.
- Ability to establish/maintain effective working relationships with City staff and the general public.
- Ability to obtain and maintain a valid driver's license required.
- Ability to work in all weather conditions.
- Ability to work evenings weekends and holidays.
- Ability to coordinate the planning, scheduling, implementation, promoting and staging of special events, concerts and festivals.
- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- Ability to understand and comply with City standards, safety rules and personnel policies.

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**To Apply: Submit cover letter, resume and a City of Burlington Application to:** Human Resources Department, 200 Church Street, Suite 102, Burlington, Vermont 05401. To obtain an application or for more information about the City of Burlington, please see our website: [www.burlingtonvt.gov/HR](http://www.burlingtonvt.gov/HR). The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status or genetic information. The City is also committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact

Human Resources Department at 865-7145.

WOMEN, MINORITIES AND PERSONS WITH DISABILITIES ARE HIGHLY ENCOURAGED TO APPLY. EOE.