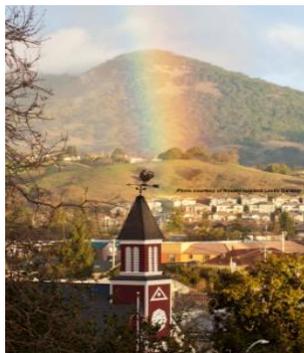
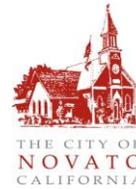


**RECREATION COORDINATOR – SPECIAL EVENTS PROGRAM**



**THE POSITION**

The Special Events Coordinator is responsible for managing, implementing and promoting a variety of special events, with a focus on the City’s downtown. The Coordinator will plan events for all ages and represent the City’s commitment to building a strong sense of community, promoting healthy lifestyles, and offering diverse cultural experiences. Duties include developing a special events program, managing part-time staff, volunteers, vendor contracts, developing partnerships and event sponsorship opportunities. The Coordinator is responsible for events management, and is a liaison to the City and the community.

**FINAL FILING DEADLINE**

**November 23, 2016 at 5:00 p.m.**

**.50 FTE of this position is funded by Measure A for a 6 year term**

**To apply for this position, please visit [www.governmentjobs.com](http://www.governmentjobs.com)**

**or**

**[www.novatojobs.org](http://www.novatojobs.org)**

**COMPENSATION AND BENEFITS**

**\$4,055 - \$4,929**

**per month**

*Placement in the salary range is dependent upon qualifications and experience.*

**Monthly employer contribution towards benefits up to \$1,525 per month for individual plus family enrollment level. Increase in contribution to \$1,775 on 1/1/17.**

**THE IDEAL CANDIDATE :**

The ideal candidate will have strong written and verbal communication skills, excellent follow-through, and demonstrate the ability to respond quickly to assigned tasks. The successful candidate will possess solid planning and organizational abilities, budgeting experience, and confidence in their presentation skills. Experience in recruiting and managing volunteers, and part-time staff is desirable. The ability to work well with community groups and other City departments to provide diverse and engaging special events for residents of all ages is essential. The Coordinator will be comfortable with technology and be proficient using Microsoft Office Suite. Experience with social media outreach, and ability to design promotional materials for use in digital and print media is important.

**MINIMUM QUALIFICATIONS :**

Experience: Three years of increasingly responsible experience in the implementation of recreational, social and cultural programs and activities including some lead supervisory experience.

Training: Equivalent to a Bachelor’s degree from an accredited college or university with major course work in recreation administration, physical education, business administration, public administration or a related field.

**PARKS, RECREATION & COMMUNITY SERVICES DEPARTMENT**

PRCS consists of three divisions: Administration, Community Services, and Recreation. Administration manages all PRCS programs, facilities, and community outreach efforts, and establishes department policy. Administration works with the Recreation, Cultural and Community Services Commission and City Council to accomplish citywide goals; prepares and monitors the PRCS operating and CIP budgets. Community Services includes Child Care & Enrichment Programs, Museums, Coalition and Special Events programs, and Margaret Todd Senior Center programs. Recreation Division supervises instructional, recreational, and competitive sports programs for children, teens, and adults. Recreation Division manages use of City fields, the Downtown Recreation Center, and the Novato Gymnastics Center. Recreational, cultural, and educational programs, classes, services, and citywide special events are provided for residents of all ages.

TO VIEW THE JOB DESCRIPTION IN ITS ENTIRETY, PLEASE VISIT [www.novatojobs.org](http://www.novatojobs.org)

## DUTIES INCLUDE

Duties include, but are not limited to, the following:

### Special Events:

- Plan, develop and implement an expanded community special events program, with the goal of enhancing Novato's downtown, and helping to build a strong sense of community connections for residents.
- Research and identify other local events, and coordinate City events with them, as practicable, to avoid duplication of dates, and to provide options for a diverse annual plan for community events.
- Develop event budgets, and procure all equipment, supplies and materials necessary for a successful event.
- Develop staffing plans for each event, and seek event partners, and sponsorships as opportunities arise.
- Recruit and schedule part-time staff and volunteers, and coordinate with other agencies as event partners when appropriate to provide well organized, safe, healthy and fun events for the community.
- Responsible for being on-site and serving as the event Supervisor for each event.
- Responsible for coordinating all elements of the special events including staffing, event set-up and tear-down, coordination with vendors, event partners, other City Departments, and the public.
- Serve as City liaison to other groups planning special events in Novato, as requested by Supervisor.
- Develop multi-level promotional and outreach materials for events, including use of social and print media.
- Manage the special events page on the City website, and other social media outlets identified by Supervisor.
- Ensure events are in compliance with all state laws, City and local policies and ordinances.
- Work on inter-department teams to support the Mission and goals of the Department, and as assigned to work on projects or programs specific to the City Council's Strategic Plan goals
- Other duties as assigned.

## EMPLOYEE INFORMATION AND BENEFITS:

**Employment Process:** Applicants are screened for relevant education, experience and/or licensing requirements as stated on the job announcement. Those persons most qualified may be required to compete in any combination of written, oral, performance and/or assessment center examinations. Candidates who successfully pass the examination process are placed on the eligibility list.

**Immigration and Reform Act:** In compliance with the Immigration and Reform Act of 1986, the City of Novato will only hire individuals who are legally authorized to work in the United States.

**Benefits:** The City participates in the California Public Employees' Retirement System (CalPERS). In compliance with AB 340, CalPERS retirement formula is either 2% at 62 or 2% at 55 depending on eligibility. The City provides a specific dollar amount to each employee based on the employee's bargaining unit to apply to medical, dental, life and disability insurance. The dental program and life insurance policy are mandatory. Health and disability options are available. Employees who do NOT enroll in a healthcare plan through the City will receive up to \$250 per month as an addition to their gross earnings.

**Leaves:** The City offers 13 paid holidays; 10 days vacation at the first year of service (graduates to 21 days for 20 years service); 12 days sick leave per year (unused sick leave applied to service credit at retirement).

The information in this announcement does not constitute either an expressed or implied contract and these provisions are subject to change.

**The City of Novato is an Equal Opportunity Employer.**

**The City will make reasonable efforts in the selection process to accommodate persons with disabilities.**

**Please advise the Human Resources Division of such special needs at the time of application.**