

City of Aurora Job Description

Job Title: Manager of Special Events
Department: Mayor's Office of Community Affairs
Job Code: 226
Salary Grade: E15
Effective/Updated: 12-17-21

SUMMARY

Serves as liaison for all City of Aurora sponsored events. Serves as a liaison to downtown issues that are non-development

WORK ENVIRONMENT/EQUIPMENT

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions, outside weather conditions, extreme cold, and extreme heat. The noise level in the work environment is usually moderate. The position requires the use of various office equipment including a computer, telephone, copy machine, and fax machine.

ESSENTIAL FUNCTIONS OF THE JOB

A. Essential duties and responsibilities

1. Consults with the Mayor, Department Heads, and stakeholders in the Downtown/Central Business District concerning City special events and downtown issues that are non-development.
2. Consults with the Riverwalk Division, Downtown Maintenance, and MVPS for downtown improvements.
3. Supervises personnel in the Civic Activities Division.
4. Evaluates and approves proposed City special events.
5. Investigates feasibility and impact of events for the City.
6. Works with City departments, community organizations, and other parties involved in implementation of events.
7. Consults with the Risk Manager to determine liability and special needs for City special events.
8. Attends and participates in meetings to address community issues concerning City special events and downtown issues.
9. Make presentations to upper management on project status.

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10. Prepares budget for the Civic Activities Division and submits financial proposals to Department Head for approval.
11. Keeps Central Business District informed as to downtown issues, including but not limited to maintenance, crime prevention, improvements and special events.
12. Inspects downtown area for special event issues.
13. Performs other duties assigned as related to the position.

B. Essential Physical Demands

While performing the duties of this job, the employee is frequently required to talk or hear. The employee is occasionally required to stand, walk, and sit. The employee must occasionally lift and/or move up to 10 pounds.

SUPERVISORY RESPONSIBILITIES

Directly supervises 3-5 employees in the Civic Activities Division. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS

A. Language skills

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

B. Mathematical skills

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

C. Reasoning ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

D. Other skills and abilities

Ability to perform liaison functions. Ability to establish and maintain satisfactory working relationships with merchants, officials, and the general public. Requires a valid driver's license.

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EDUCATION and/or EXPERIENCE

Bachelor's degree (B. A.) from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience in public relations, marketing or related field.