

**CITY OF AURORA  
JOB DESCRIPTION**

**JOB CODE: TBD  
SALARY GRADE: E16  
EFFECTIVE: 6/1/23**

**DIRECTOR OF COMMUNITY EVENTS – MAYOR’S OFFICE OF COMMUNITY AFFAIRS**

**Definition**

Under general direction of the Chief Communications and Equity Officer or designee, the Director of Community Events is responsible for overseeing the Special Events Division and staff. Serves as liaison for all City of Aurora sponsored events. May be required to travel to other City locations and outside meeting locations.

**Equipment/Job Location**

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. 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 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:**

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. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.
4. Responsible for overseeing staff - including interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
5. Evaluates and approves proposed City special events.
6. Investigates feasibility and impact of events for the City.
7. Works with City departments, community organizations, and other parties involved in implementation of events.

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8. Consults with the Risk Manager to determine liability and special needs for City special events.
9. Attends and participates in meetings to address community issues concerning City special events and downtown issues.
10. Make presentations to upper management on project status.
11. Responsible for managing the budget for the Division and submits financial proposals to Department Head for approval.
12. Assists the Department Head on the annual State of the City.
13. Keeps Central Business District informed as to downtown issues, including but not limited to maintenance, crime prevention, improvements and special events.
14. Inspects downtown area for special event issues.
15. Performs other duties assigned as related to the position.

### **Required Knowledge and Ability**

- Requires ability to utilize various computer software programs including but not limited to the Microsoft Office Suite.
- Requires skill in decision making.
- Requires ability to supervise effectively.
- Requires ability to communicate effectively both in oral and written form.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of public officials, other professionals, and the general public.
- Ability to perform liaison functions, as necessary.
- Requires ability to maintain satisfactory relationships with employees, officials and the public.

### **Qualifications**

- Bachelor's degree (B. A.) from four-year college or university; or 2 - 4 years related experience and/or training; or equivalent combination of education and experience in public relations, marketing or related field.
- Requires a valid driver's license