

Job Title: Special Projects Coordinator

Department: Administration

Reports To: City Clerk

Grade: Regular Part-Time

Range: \$18-24/hr.

Position Summary: Performs moderately difficult work in planning, promoting, implementing, and coordinating of a wide variety of activities and special events at the Mission Market and other locations. Supports the City's communication efforts including social media accounts and will assist in creating content and monitoring accordingly. Contributes to public relations projects including the Mission Magazine, support of Mission businesses and retaining and showcasing community history and other projects within the Administration Department, as assigned. The position may be assigned a flexible schedule as evening and weekend work is required. Receives supervision from the City Clerk.

Examples of Work (Essential Functions):

- Plans, organizes, and coordinates the Mission Market.
- Contributes to planning for special events at other locations and throughout the year.
- Coordinates vendors, volunteers, musicians, and sponsors for each market event.
- Manages vendor agreements, musician contracts and other documents associated with special event planning.
- Solicits sponsorships to support City events and activities.
- Represents the City in public settings including business visits and Chamber functions promoting the Mission Market and other events.
- Ensures activities are done in a safe manner and reports issues to supervisor.
- Generates content for the City website, social media channels and Mission Magazine.
- Supports alcohol permitting within Mission's Common Consumption Area.
- Maintains excellent customer communication and service.
- Provides data for program evaluation and annual budget requests.
- Recommends program changes as necessary for continual improvement of events.
- Completes weekly accounting tasks associated with the Mission Market accurately and in a timely manner.
- Assists with other recreation programs, special events, and City functions as requested.
- Performs all other related tasks as required.

Examples of Work (Marginal Functions):

- None.

Certificate, License: Valid driver's license.

Required Education and/or Experience:

- One to two years' related experience and/or training; or associate degree; or equivalent combination of education and experience.
- One to two years' experience related to curating, management of, and monitoring of social media accounts for an active business or agency.
- One to two years' of demonstrated strong writing, editing, and proof-reading skills.
- One to two years' experience in event planning.

Preferred Education and/or Experience:

Two to three years related experience and/or training; or a bachelor's degree from a college or university; or an equivalent combination of education and experience. Degree should be in communications, writing, marketing, business or related field.

Abilities, Knowledge, Skills:

- Ability to anticipate problems.
- Ability to apply common sense understanding to carry out instructions and directions furnished in written, oral, or diagram form.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, and percentages.
- Ability to effectively present information, respond to questions and effectively interact with associates, clients, customers, managers, and the general public.
- Ability to establish and maintain effective working relationships with associates, public and others.
- Ability to interpret a variety of instructions and directions furnished in written, oral, diagram, or schedule form.
- Ability to maintain a high level of energy, enthusiasm and creativity.
- Ability to maintain files and records.
- Ability to meet the public and discuss problems and complaints, respond effectively to sensitive situations or inquiries.
- Ability to perform a considerable volume of detailed recordkeeping tasks accurately and efficiently.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to carry out duties reliably and predictably.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to work independently.
- Ability to write reports, business correspondence, and procedure manuals.
- Knowledge of department programs, policies, procedures and regulations.
- Skill in operating a personal computer, laptop, other department office equipment; using applicable department software, using Microsoft products, using web-based systems, and performing data entry.

- Skill in organizing and prioritizing tasks.

Supervision: None.

Working Conditions: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is exposed to outside weather conditions during events. The noise level in the work environment is usually moderate to loud. The worker may be subject to extreme environmental conditions including high temperatures and humidity, noise, and hazards associated with power and hand tools. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment. The noise level in the work environment is usually loud when in the field, moderate when in the office.

Physical Requirements: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is regularly required to stand and walk; use hands to finger, grasp, handle, or feel; reach with hands and arms, and talk or hear. The employee is occasionally required to sit; climb or balance and stoop, squat, bend, twist, kneel, crouch, or crawl. Lifting, moving, pushing or pulling up to 10 pounds occurs, in emergencies may be necessary to lift, move, push, or pull up to 100 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception, distance vision and ability to adjust focus. Vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and make fine distinctions in sound; visual acuity is required for preparing and analyzing written or computer data operation of machine.

SIGNATURE and APPROVAL

Employee

Date

Department Director

Date

City Administrator

Date

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all essential functions, marginal functions, responsibilities, duties, and skills required of personnel so classified in this position.