



SPECIAL PROGRAMS COORDINATOR

DEFINITION

Under supervision of the City's Grants/Redevelopment Program Manager or his/her designee, the Special Programs Coordinator shall personally coordinate, organize, evaluate and conduct generic promotional events; oversee all rental operations of the Sonora Opera Hall; recruit and mobilize volunteers to assist with various activities; assist the Grants/Redevelopment Program Manager with grants, economic development and redevelopment activities, as assigned; and perform additional duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Special Programs Coordinator shall bring to the job enthusiasm, a positive attitude, be diplomatic, be open to feedback, be people oriented, be very flexible, capable of handling multiple tasks and be able to work a flexible work schedule.

ESSENTIAL JOB FUNCTIONS

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

- ▶ Coordinate, organize and conduct generic promotional events.
- ▶ Recruit and mobilize volunteers to assist with promotional events and various activities.
- ▶ Act as the initial point of contact for the Grants/Redevelopment Department, including answering telephones and distributing messages, receiving and interviewing clients/visitors, contacting public and returning calls, as required.
- ▶ Assist the public by providing information and documentation as required.
- ▶ Attend meetings and events to network with various community groups and organizations as assigned.
- ▶ Perform responsible clerical duties, including the maintaining of files, typing/copying of required documents and reports, all requiring accurate English usage (spelling, grammar and punctuation) and comprehensive computer skills.
- ▶ Design event posters and fliers using desktop publishing skills for promotional events and activities.
- ▶ Circulate publications/flyers to businesses and agencies.
- ▶ Collect fees, receipt monies and add sums of figures for various transactions.
- ▶ Schedule Opera Hall appointments, inspect the facility prior to and after rentals, process all facility rental forms and assist with equipment setup and take down.
- ▶ Prepare a quarterly newsletter and annual calendar of events.

- ▶ Maintain City web site areas pertaining to the Grants/Redevelopment Department.
- ▶ Assist the Grants/Redevelopment Program Manager with projects as assigned.

QUALIFICATIONS

Knowledge of:

- All facets related to conducting successful promotional events.
- All facets of facility rental operations.
- Knowledge of word processing, desktop publishing programs, web page design and general use of the internet.
- Handling and receipting of monies.
- Office equipment usage (e.g., telephone, fax machine, typewriter, calculator, computer, copier, etc).
- English language usage, including spelling, grammar and punctuation, resulting in the preparation and presentation of clear, concise written and/or verbal reports and documents.

Ability to:

- Communicate clearly and concisely, both orally and in writing.
- Work independently and follow directions.
- Willingness and ability to work irregular hours.
- Interpret and apply City policies and procedures.
- Prepare accurate reports and documentation.
- Keep accurate records.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Give speaking presentations to the public, as requested.

Education/Experience:

Any combination equivalent to experience and education that would provide for the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be: **Experience** – Sufficient experience performing similar duties to demonstrate possession of the required knowledge and abilities: **Education** – Completion of high school (or G.E.D.), supplemented by college course work, with a college degree preferred.

WORKING CONDITIONS

Physical and mental requirements for this classification are: frequent sitting; walking and standing; bending, lifting, twisting, squatting, kneeling; completing work under deadlines; having the memory capacity to recall details and events; distinguishing between critical information and background noise/distractions; solving problems; must be free from physical conditions that might adversely affect the ability to perform job functions in a variety of indoor and outdoor working environments; and have communication skills sufficient enough to convey information clearly & concisely.