



DATE	May 2023
JOB CODE	
FLSA	EXEMPT ADMINISTRATIVE
PAY GRADE	

JOB TITLE: Community Events Supervisor
DEPARTMENT/DIVISION: Parks & Recreation
REPORTS TO: Recreation Manager

SUMMARY: Responsible for developing, planning, supervising, coordinating, and implementing city and community events in Historic Downtown Carrollton, A.W. Perry Homestead, and other locations throughout the City and Parks’ system. Facilitate collaboration initiatives to foster the connection between Carrollton business owners and the city as well as create destination intent for our residents. Develop partnerships, secure sponsorships, and solicit donations for events. Work with internal staff to develop and execute a marketing strategy. Supervise event staff, volunteers, interns, and event vendors. Work is performed with general direction, working from broad goals and policies. Work requires limited supervision and the use of independent judgment.

ESSENTIAL JOB FUNCTIONS:

- Supervise recreation staff, volunteers, and vendors to include prioritizing and assigning work; conduct performance evaluations; ensure staff are trained; ensure employees follow policies and procedures; maintain a healthy and safe working environment; and make hiring, termination, and disciplinary recommendations.
- Supervises the day-to-day operations of assigned recreational program area, which includes planning, developing, coordinating, administering, and evaluating programs, projects, processes, procedures, systems, and standards; and, ensuring compliance with applicable Federal, State, and Local laws, regulations, codes, and/or standards
- Work with the City’s Marketing Department and other internal staff to develop and execute a marketing strategy for events and recreation programming.
- Manage the overall creation, development, planning, design, coordination, and execution of events, including themes, concepts, and objectives in relation to organizational goals and Council initiatives.
- Foster a collaborative environment by networking and relationship building between city departments and business owners in areas where events are held.
- Facilitate various sponsorship sale opportunities.
- Researches and recommends opportunities for special events and community partnerships with outside organizations.
- Assist Emergency Management in developing Emergency Action Plans for events.

- Serves as a liaison between city departments, business owners, and vendors in the coordination of special events.
- Monitors and maintains inventory levels. Procures materials and supplies to ensure efficient division operations.
- Assists the Marketing Department in developing materials and managing advertisements for a variety of events.
- Monitors the work of vendors and contractors, ensuring compliance with contract terms and specifications. Authorizes payments to contractors.
- Input and create Facebook posts and event website information.
- Supervises the work activities of employees and volunteers at events.
- Developments budgets for special events.
- Responds to requests for information, concerns, or complaints from internal and external customers.
- Investigates and resolves problems and issues.
Participates in the negotiation of event contracts and service agreements.
- Presents reports and outcomes of events to City Council and City Management team.
- Performs other duties as assigned.

SUPERVISORY/BUDGET RESPONSIBILITIES:

- Supervisory responsibility over event staff (Full time and Part time staff)
- Assist the Manager in developing the budget for community events

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of event design and aesthetics;
- Knowledge of municipal government operations;
- Knowledge of event planning methods and principles;
- Skilled in prioritizing, organizing, and managing multiple simultaneous projects;
- Skilled in preparing clear and concise reports, including oral, written, and audio/visual presentations;
- Skilled in applying independent judgment, personal discretion, and resourcefulness in interpreting and applying guidelines;
- Skilled in developing marketing and advertisement materials;
- Skills in supervising staff;
- Skilled in gathering and analyzing information and making recommendations based on findings and in support of organizational goals;
- Skilled in operating a computer and related software applications;
- Skilled in communicating effectively with a variety of individuals.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Recreation Studies, Event Management, Business Administration, or a related field
- Three years of progressively responsible experience in coordinating special events;

- Requires a valid Texas Driver's License

PREFERENCES:

- 2 years of supervisory experience
- Master's Degree in Recreation Studies, Event Management, Business Administration, or a related field

WORKING CONDITIONS:

- Frequently reaching, sitting, standing, walking, talking, seeing, and hearing.
- Frequently lifting and carrying up to 50 pounds during event preparations.
- Work is typically performed in both standard office and outdoor environments, with potential exposure to adverse weather conditions.

CONDITIONS OF EMPLOYMENT:

- Must pass pre-employment drug test.
- Must pass criminal history check.
- Must pass motor vehicle records check.