



**PARK CITY MUNICIPAL CORPORATION  
JOB DESCRIPTION**

**Events Project Manager  
Sustainability Department  
Position # 59900-003**  
**Reports to: Economic Development Program Manager**  
**Updated: January 2014      FLSA status: Non - Exempt  
Grade: 9**

**JOB SUMMARY**

Under the direction of the Economic Development Program Manager plans, organizes, supervises and/or coordinates cultural events, festivals, community arts, and other community events. Consults with community members, organizations and businesses to ensure successful community sponsored events.

**EXAMPLES OF TYPICAL JOB DUTIES**

Acts as a City events liaison for Master Festival and Special Events Applications; manages application processing, analysis, recommendation, event execution and review.

Coordinate City services including but not limited to Public Safety, Public Works, Parks, Streets, Transit, Building Maintenance, and the Building and Planning Departments.

Works with other agencies, the general public and citizen groups to coordinate events activity; Ensures the public has information for conducting events within City guidelines and statutes. Receives, reviews, analyzes and works to finalize approval of petitions to sponsor events within City limits

Files and tracks event information

Accepts and processes film applications,

Schedules City facilities for events and meetings

Assist in maintaining special events website and phone line.

Placement and removal of barricades, signs or other equipment in city rights of ways or other locations

Performs administrative functions of the Special Events department.

Other duties as assigned or directed.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Ability to establish and maintain effective working relationships with employees, other divisions, and the public.
- Ability to communicate effectively, both orally and in writing, and in public speaking before various sized groups and media interaction.
- Ability to effectively supervise, train and evaluate personnel
- Ability to work collaboratively in a self-managed team environment
- Ability to follow oral and written instructions
- Ability to design and implement diverse event and facilities programming.
- Strong public relations skills
- Ability to work independently and handle multiple tasks simultaneously. Ability to organize and supervise projects and meet deadlines, and coordinate projects between several individuals and/or departments
- Strong organizational skills.
- Ability to conduct research, create and deliver presentations and program management with minimum supervision.
- Purchasing experience to include working with vendors, bidding processes, and budgeting.
- Ability to work well under pressure

## **EDUCATION AND/OR EXPERIENCE**

### **Required:**

- Five years demonstrated event project management experience.
- Demonstrated supervisory experience
- Valid state driver's license
- Ability to obtain City National Incident Management System Certification

### **Preferred:**

- Public sector experience
- Public events experience
- Bachelor's degree

## **PHYSICAL DEMANDS**

- While performing the duties of this job, the employee is frequently required to sit, stand, walk, run, talk and hear.
- The employee is occasionally required to use hands to finger, handle or operate objects, controls, or tools.
- Ability to climb and pull own weight in and out of equipment.
- Must be able to reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl, taste and smell.
- The employee must occasionally lift and/or move more than 40 pounds.

## **WORK ENVIRONMENT**

- Work is performed primarily in a climate controlled office setting. May involved extended periods of sitting, typing on a keyboard, and using a telephone among other office equipment including copier, fax, etc.
- Work is occasionally performed in vehicles, and outdoor settings, in all weather conditions including extreme temperature extremes.
- Periodic exposure to stressful situations
- May require small amounts of travel to and from meetings, trainings, conferences and court

- proceedings.
- Occasional non-traditional working hours which may include evening and weekend meetings.
  - Occasional on-call working hours including evenings and weekends.

*The physical demands and work environments described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Accommodations will be examined on a case-by-case basis.*

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

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_  
Supervisor of Position

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_  
Human Resource Department

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_  
City Manager

\*Essential functions of the job