

STREET USE STAFF TEAM COORDINATOR

CLASS DESCRIPTION

General Responsibilities:

This is responsible administrative and coordinative work in the implementation of the City's Street Use Ordinance. As the chair of the Street Use Staff Team, work focuses on leading the consideration of Street Use Permit applications; and facilitating related administrative and operational considerations. Work focuses on coordinating multi-disciplinary consideration and decision-making through the orchestrated involvement of representatives from impacted City agencies. Under the general supervision of the Community Services Manager, within the Parks Division, this work necessitates judgment and discretion in successfully facilitating staff team efforts.

Examples of Duties and Responsibilities:

Serve as chair and administrator to the Street Use Staff Team, which implements the street use ordinance for the City. Arrange Street Use Staff Team meetings; prepare and distribute street use applications, notices, agendas, reports and related materials. Perform information gathering and preparation for applications as required.

Develop and maintain community relationships and communication with event sponsors. Attend event planning meetings as needed and serve as the liaison to event organizers/sponsors and general public regarding street use events and activities. Create and maintain regular communication and good working relationships with municipal staff, community leaders, business organizations and government officials.

Coordinate the review, approval and processing of all Street Use Permit applications. Review and update Street Use Permit application materials, instructions and procedures on a regular basis. Insure that special events are in compliance with City rules and ordinances regarding street use in the Mall/Concourse area. Draft special event resolutions and maintain requirements of the street use ordinance.

Provide and direct staff support for street use events. Coordinate activities with City and other municipal agencies that review street use permits and are affected by events. Attend events to ensure that all conditions of approved permits are met and that agreed upon City services and equipment are provided. Work with Capitol Police regarding Capitol Square street closings.

Hire, train, assign, supervise, direct and coordinate the work of assigned staff. Oversee the orientation, training, evaluation and discipline of assigned personnel. Provide direction to improve methods and productivity of staff to accomplish objectives.

Notify public of and promote community events by preparing and distributing event related information. Coordinate the design, publication and distribution of events calendars, posters, brochures and public service announcements.

Develop and maintain database of street use events and activities. Prepare regular reports of approved Street Use Permits. Prepare annual report of the numbers and types of street use permits issued.

Administer the Amplification Permit process for performance sites on State Street. Provide Parks Division staff with applications and schedule for permits. Maintain Amplification Permit calendar. Direct Park Division staff in the procedure for processing Amplification Permits.

Perform related work as assigned.

QUALIFICATIONS

Knowledges, Skills and Abilities:

Working knowledge of event planning, program administration and evaluation principles, techniques and methods applicable to public events and activities. Working knowledge of the practices and procedures relating to the establishment, coordination and oversight of community events. Ability to plan, organize and carry out projects and proposals. Ability to develop, maintain and implement policy, procedures and ordinances related to public events. Knowledge of tools, equipment and services applicable to the scheduling and conducting of public events. Ability to establish and maintain effective working relationships with municipal agencies and staff, the general public and diverse interest groups. Ability to communicate effectively, both orally and in writing. Ability to plan, organize and schedule services in support of community events. Ability to coordinate and oversee the activities of staff. Ability to manage multiple projects and tasks simultaneously and give attention to details. Ability to prepare and disseminate effective promotional materials and program information. Ability to prepare effective written and oral presentations. Ability to maintain necessary records and prepare complete, accurate and concise reports. Ability to consult with diverse individuals and groups who may be unfamiliar with government policies and procedures and provide related expertise. Ability to interpret, explain and apply designated City ordinances, policies, regulations and procedures. Ability to provide administrative and professional support to team efforts. Ability to work independently and make decisions within prescribed parameters. Physical mobility and visual acuity to attend/evaluate community events. Ability to maintain adequate attendance.

Training and Experience:

Two years of responsible experience involving the planning and coordination of community events in a multi-purpose public facility or community organization that included organizing and facilitating multi-disciplinary team efforts. Such experience would normally be gained after graduation from a college or university with a degree in business administration, arts administration, theater, education, marketing, journalism, or a related field. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledges, skills and abilities necessary to perform the duties of this position will be considered.

Necessary Special Qualifications:

Possession of a valid driver's license or the ability to meet the transportation requirements of this position.

Department/Division	Comp. Group	Range
Parks	18	04

Approved: _____
Roger Goodwin
Interim Human Resources Director

Date