



City of Hudson Oaks
Employment Opportunity
Event Staff Coordinator

Application Deadline: December 8, 2017

Progressive, growing, professional City seeks inspired, enthusiastic, creative employees who want to support special events operations in a unique environment. Hudson Oaks is a small, close-knit community of highly involved citizens who have high expectations of and for the city and its municipal government. The City values integrity, customer service, professionalism, and accountability. The progressive nature of the organization has made Special Events a fast growing department and has set high standards for the events that are carried out by City staff. This organization demands high-caliber employees who think creatively and act professionally to serve the needs of a rapidly growing community. The City is currently recruiting for the purposes of filling one part-time position.

Brief position description: The primary duties of this position is Event Staff Coordinator. This position is under the general direction of the City Secretary. (A complete job description is available for review on the City's website at www.hudsonoaks.com.)

Minimum Qualifications: A high school diploma or equivalent is required. Must be able to speak, read and write the English language. A Texas Class C driver license and liability vehicle insurance are required.

Disqualifiers – Drug Use: Engaged in the use of marijuana in the past 24 months. Engaged in the use of any other illegal drug within the past five (5) years. Engaged in the use of any drug that was prescribed for another - Disqualification will depend on the narcotic used and circumstances of use.

Salary & Benefits: Part-time seasonal range for this position is \$15.00 - \$20.00/hour depending upon prior related experience.

Testing & Examinations: All applicants will participate in a thorough background investigation, drug screen and other testing as deemed necessary.

To Apply: Complete an application for employment, which is available on the City of Hudson Oaks website at www.hudsonoaks.com. Send application and resume to the City of Hudson Oaks, attn: City Secretary Shelley Scazzero TRMC, 210 Hudson Oaks Drive, Hudson Oaks, Texas 76087. Applications may also be submitted by email to Shelley.Major@hudsonoaks.com

City of Hudson Oaks POSITION DESCRIPTION

Job Title: Event Staff Coordinator
Reports to: City Secretary
FLSA Category: Part-time - Non-Exempt
Date Revised: October 30, 2017

BRIEF DESCRIPTION OF THE POSITION:

Performs duties relative to the coordination of a part-time Event Staff pool for City events. Responsible for the scheduling of hourly employees within the specified department to meet event needs and all other Event Services duties including; set-up, floor operations, and tear-down of said events.

ESSENTIAL DUTIES:

Description of job duties
Maintain an adequate pool of part-time event staff, to sufficiently staff any/all major City events.
Assist with training and communication of part-time event staff in establishing procedure and event service techniques.
Assists in the hiring of the event staff pool.
Monitors and tracks hours/payroll usage for part-time event staff.
Performs Event day staff scheduling and event staff floor operations before, during and after said Events.
Assists in set-up and planning of City events, as directed by the City Secretary.
Tracks receipts and performs reconciliation of charges related to City events and event staffing.
Answers questions and provides general information to the public regarding City events.
Sends email and correspondence related to City events and event staff.
Special projects and assignments related to events, as assigned.
Performs other related duties as required.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Basic planning procedures related to the execution of a public event.
- Direction of a pool of employees.
- Modern office procedures, methods and computer equipment.
- Computer operations.

Skill in:

- Oral and written communication.
- Telephone and customer service.
- Planning and prioritizing.
- Clerical skills and office equipment knowledge.
- Observation and decision-making.
- Microsoft Office applications.
- Organization and time management.

Ability to:

- Communicate clearly, concisely and effectively, both orally and in writing.
- Listen and comprehend information.
- Work independently in the absence of supervision.
- Establish and maintain effective working relationships.

- Work varied hours as responsibilities require, specifically nights and weekends.
- Work from home.

Minimum Qualifications

- High School Diploma or equivalent is required
- Must be able to speak, read and write the English language.
- Previous experience in the Event industry is preferred.

REQUIRED CERTIFICATES AND LICENSES:

- Texas Class C driver license
- Liability vehicle insurance

ENVIRONMENTAL AND SAFETY FACTORS:

Generally, work will be performed on-site of event, primarily outdoors, other duties will require. Some at-home office hours are required. Lifting, carrying, pushing, and /or dragging of objects weighing up to 50+ pounds.

TOOLS AND EQUIPMENT USED:

Computers, office and mobile telephones, fax machine, and other standard office equipment.

DESCRIPTION OF PHYSICAL DEMANDS:

This position typically requires touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking, repetitive motions, climbing, balancing, pushing, pulling and lifting objects weighing up to 50+ pounds.

THE CITY OF HUDSON OAKS IS AN AT-WILL EMPLOYER

This position description is not an employment agreement or contract. Management has the exclusive right to alter this position description at any time without notice.