

Department: DPW – Fairgrounds / Fisheries Divisions  
Classification: Competitive  
Grade: 12 – 40 Hour Position

Spec Disk: BE  
Document: 08

### **FACILITIES AND EVENTS COORDINATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for planning and coordinating activities related to events at the Essex County Fairgrounds and the Essex County Fish Hatchery as an Economic Development tool to increase tourism and generate revenue to off set operational costs of the divisions. The incumbent coordinates the financial arrangements between the County, promoters and performers, keeping abreast of all negotiated agreements and assuring that specifications and conditions for such events are met. The incumbent will work closely with the County's Tourism contractor, Regional Office of Sustainable Tourism (ROOST) to coordinate promotion activities. Under general supervision of the DPW Superintendent, and with considerable leeway allowed in the exercise of independent judgment, an employee in this class is responsible for performing a variety of tasks, including the more technical administrative duties required in the operation of the facilities. The incumbent will act as the administrative supervisor for staff working at the Fairgrounds and the Fisheries Divisions. Performs related duties as required.

#### **TYPICAL WORK ACTIVITIES:**

Coordinates between the facilities users, County staffing, show vendors, security and County Administration for the arrangements for all events;  
Communicates with and coordinates information for the County Attorney as it relates to contracts, and/or vendor agreements;  
Negotiates financial agreements between the County and the promoters, for all events, as directed by the County;  
Assumes responsibility for the accounting and contract coordination for such activities;  
Coordinates with ROOST on events and activities to promote the same and to increase awareness of the availability of the facilities for promotional events;  
Schedules, assigns and supervises the maintenance, custodial and security personnel as necessary;  
Maintains the events calendar, keeping track of all scheduled events and activities at the facilities;  
Represents the County in speaking engagements and promotional activities when assigned;  
Assists the DPW Superintendent in the preparation of the annual budget, prepares monthly financial reports;

#### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of the financial arrangements negotiated for the use of the facilities by a promoter or performer for staging various types of events;

Good knowledge of general accounting procedures;  
Good knowledge of public relations techniques;  
Ability to plan, direct and supervise the work of others;  
Ability to communicate effectively both verbally and in writing;  
Ability to establish and maintain successful relationships with others;  
Resourcefulness;  
Initiative;  
Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

(a) Graduation from a recognized college with a bachelor's degree in public relations, tourism, public information, hotel and restaurant management, public administration, or related field and (1) one year of paid experience as defined.

(b) Graduation from a recognized college with an associate degree in public relations, tourism, public information, hotel and restaurant management, public administration, or related field and (4) four years of paid experience as defined.

(c) Graduation from high school or equivalency and six (6) years of paid experience as defined in (a), and (b) above.

(d) An equivalent combination of training and experience as defined by the limits of (a), (b), and (c) above.

**SPECIAL REQUIREMENT FOR ACCEPTANCE OF APPLICATIONS:**

Possession of a valid New York State Class D Driver's License.

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