



EMPLOYMENT OPPORTUNITY

PART TIME EVENT COORDINATOR **Ogden Union Station**

In compliance with the Americans with Disabilities Act, persons needing Accessibility and/or Language assistance help should contact 801.629.8701, visit <http://accessibility.ogdencity.com> or contact Relay Utah at 711 or 888.735.5906.

Experience and Training Guidelines: Must have excellent public relations skills; must work well with many individuals from a variety of age groups, ethnic backgrounds and income levels. Ability to make sound decisions and work independently. Skills in marketing, arts, computer layout and design skills.

Essential Functions: Under direction Union Station Special Events Technician assists in coordinating room rentals and event management for events such as private weddings, parties, etc. as well as certain public events held at the Union Station. Ability to communicate effectively with individuals of various cultural, economic and ethnic backgrounds. Participate in safety and risk management activities; take action to reduce liability to the city. Ability to comply with all city policies and regulations, including safety and risk management standards. Perform other tasks as assigned.

Physical Requirements:

Typical assigned tasks require variety of physical activities, generally involving physical effort, such as walking, standing, stooping, sitting, reaching, lifting (50-75 lbs.), climbing and working at heights, etc. Will be expected to respond to and work additional shifts as the need arises on short notice.

Criminal History and/or Financial History Background Check: Successful applicant must pass background check.

Veteran's Preference Points: Applicants **MUST** submit a copy of his/her DD-214 with application in order to receive veteran's points. This is for initial appointments only.

Driver License Report (MVR): Driver license report (MVR) will be obtained by the Human Resource Division is applicable.

Salary: \$10.00 per hour – Work will not exceed 29 hours per week.
Flexible scheduling required. Will work various shifts including evenings, holidays and weekends.

Application Procedure: On-line applications will be accepted at www.ogdencity.com until filled. If you do not have access to a computer, you may come to the Ogden City Human Resources office located at 2549 Washington Blvd., Suite 220, Ogden, UT 84401 between the hours of 8:00 a.m. to 5:00 p.m. Monday through Friday.

All applications/resumes will be evaluated and ranked on the basis of relevant education and experience as stated therein. Highest ranking applicants may be invited for a personal interview.

WE ARE A DRUG FREE WORKPLACE
AA/EOE/ADA
February 7, 2020