

## Ogden City JOB POSTING



*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. As every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may reasonably be considered incidental in the performing of their duties as though they were included in this job description.*

### **SPECIAL EVENTS OFFICE ASSISTANT - PART-TIME**

**Department:** Community and Economic Development

**Division:** Arts, Culture, and Events

**Work hours:** Must be available to work during days, nights, weekends, & some holidays. Up to 29 hours per week.

**Rate of pay:** **\$18.00 - \$20.00 per hour (Depending on qualifications and experience.)**

#### **GENERAL PURPOSE**

This position will provide administrative support to the ACE Division for functions such as Special Event permitting, venue management, event production, community event support, arts programs, and marketing. This position will serve as event support staff for events organized or supported by the ACE Division. Receives direct supervision from the ACE Operations Manager.

#### **ESSENTIAL JOB FUNCTIONS**

- Provide responsible staff assistance to higher-level management staff.
- General clerical duties such as scan, copy, file and organize.
- Receive receipts, invoices, and mail and distribute them appropriately.
- Intake and process Special Event Permits, Arts Grants Applications, Public Art Submissions, Banner Applications, Parade Applications & Venue Rental Agreements.
- Field inquiries for ACE events, programs, and venues.
- Maintain community calendar.
- Maintain and update the ACE web pages.
- Assist in contacting contractors for bids on special event rentals and arts events rentals or other ACE procurements.
- Create and print no parking and other event related signs for distribution.
- Assist event management staff with planning and execution of events and programs.
- Distribute event posters and other marketing materials to the community.
- Pick up and deliver event assets and rentals.
- Assist with special event logistics calls and email communications to event organizers.
- Coordinate radio, safety vest, safety flags, and other event equipment to organizers.

- Coordinate petty cash pick up, drop off, cash counting, and cash deposits.
- Gather event and program data and photos for reporting.
- On occasion serve as event support staff for Ogden City events, including garbage placement, restroom cleaning, and set up and tear down of event equipment and assets.
- Assist with community partner events on occasion.
- Participate in safety and risk management activities; take action to reduce liability to the city.
- Attendance and punctuality are essential functions of this position. Employee is required to work as a team and frequently meet with co-workers and supervisors; employee is required to communicate in person with the public during working hours and use on-site equipment.
- Perform other related duties as required/assigned.

#### **EDUCATION AND EXPERIENCE REQUIREMENTS**

- A minimum of two years of customer service experience required.
- High school diploma or its equivalent required.
- Proficiency in Microsoft suite of programs required.
- Graphic Design knowledge preferred.

#### **SPECIAL REQUIREMENTS**

- Possession of, or ability to obtain, an appropriate, valid Utah driver's license is required.
- Food handlers permit from WMHD required after hire.
- TIPS and SIPS training preferred and can be obtained after hire.

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

- Maintains knowledge of Utah state mass gathering rules and Weber-Morgan Health District requirements for public gatherings.
- Maintains knowledge of UDABC rules and requirements for beverage service at public gatherings.
- Ability to comply with all city policies and regulations, including safety and risk management standards.
- Maintain effective audio-visual discrimination and perception needed for: Making observations, communicating with others, reading, and writing, operating assigned equipment.
- Maintain mental capacity which allows the capability of making sound decisions, demonstrating intellectual capabilities.
- Team-building skills with a collaborative management style.
- Management skills to analyze programs, policies, and operational needs.
- Superior organizational and time-management skills.
- Outstanding communication skills, both verbal and written.
- Knowledge of and experience with computer and telephone systems and related software and equipment.
- High integrity and sound judgement.
- Principles and practices of program development and administration.

- Creative and innovative problem solving.
- Research, analyze and evaluate new service delivery methods and techniques.
- Ability to communicate clearly and concisely both orally and in writing.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.
- Compliance with all city policies, procedures, and regulations

#### **WORKING CONDITIONS & PHYSICAL REQUIREMENTS**

- Work environment is primarily indoors and occasionally outdoors, which may expose the employee to moderate to very loud noises, wet or humid conditions, moving mechanical parts, high and precarious places, outdoor weather conditions, extreme heat, risk of electrical shock, and vibrations.
- This position occasionally requires heavy work which requires exerting up to 50 pounds of force occasionally, up to 25 pounds frequently, and/or up to 10 pounds of force constantly to move objects.
- Must possess the visual ability to see clearly at close (less than 20 inches) and far (20 feet or more) distances, identify and distinguish colors, observe an area that can be seen up and down or the left and right while eyes are fixed on a given point, judge distances and spatial relationships, and adjust the eye to bring an object into sharp focus.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities that may include the following. Additionally, the following physical abilities are required: standing, walking, sitting, using hands and fingers to handle or feel, reaching with hands and arms, climbing, balancing, stooping, lifting, kneeling, crouching, crawling, talking, hearing, and smelling and operating assigned equipment.

#### **CRIMINAL HISTORY BACKGROUND CHECK**

Successful applicant must pass background check.

#### **MOTOR VEHICLE REPORT**

Driving record of successful applicant will be obtained by the HR office.

#### **APPLICATION PROCEDURE**

On-line applications will be accepted at [www.ogdencity.com](http://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 based on 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/ADAAA**

**September 13, 2022**