

**EXECUTIVE DIRECTOR OF THE OFFICE OF CITYWIDE EVENT
COORDINATION AND MANAGEMENT**

General Statement of Duties and Responsibilities

This is a management class of positions.

Under executive direction, with broad latitude for independent action and decision making, is responsible for oversight and coordination of public events on City owned property, including City parks, such as processions, parades, street fairs, block parties, commercial street events, displays, filming for motion pictures and television, and movie and theater promotional events to ensure informed decision-making by related agencies.

Examples of Typical Tasks

Develops both long- and short-range strategic/operational plans to strengthen and grow the CECM special event and community programs.

Creates planning timelines and check lists for special events and ensures tasks are completed in a timely fashion.

Advises and assists the Mayor in the coordination of policies, plans, procedures and operations common to the permitting, review and coordination of street events and other permitted activities. Serves as the key contact for events planning.

Works with agencies and offices of elected officials, in consultation with the Mayor's Office of Intergovernmental Affairs and the Community Assistance Unit, to improve service and outreach to citizens and organizations seeking to organize street events and other permitted activities.

Reviews and approves guest lists, programs, printed materials, photography and other related media for events.

**EXECUTIVE DIRECTOR OF THE OFFICE OF CITYWIDE EVENT
COORDINATION AND MANAGEMENT**

Works to improve the use of technology for agencies through the development of a citywide event management system.

Manages a team that ensures citywide event management system is tracking all upcoming and ongoing events and other activities.

Manages a team that facilitates the permitting of street events and other permitted activities.

Qualification Requirements

A Baccalaureate degree from an accredited college or university and five years of full-time professional experience including a minimum of three years of event management experience of which at least two years must have been in an administrative, managerial or executive capacity or supervising personnel performing activities related to the duties of the position.

Direct Lines of Promotion

None. This class of positions is classified in the Non-Competitive Class.