



EVENT SERVICES DIRECTOR – Council District 4

SALARY RANGE *Effective 10/1/2022*: \$48,899.24 – \$73,348.86

JOB SUMMARY:

Under general direction, plans, coordinates, implements, and facilitates events for the Council district office. May exercise functional supervision for event completion.

ESSENTIAL JOB FUNCTIONS:

- Plans, coordinates, manages, implements, and facilitates community Council district office events. Responsible for event logistics to ensure events remain within budget.
- Coordinates with the Communications Director on promotional materials to promote events and distribute to the community.
- Manages, recruits, and trains the volunteer program for the Council district office.
- May obtain sponsorship for events by reaching out to local vendors and organizations.
- May assist with constituent services requests as needed.
- Performs related duties and fulfills responsibilities as required.

EDUCATION AND EXPERIENCE:

- Bachelor's Degree from an accredited college or university.
- Two (2) years of relevant event coordinating/planning experience.

OR Equivalent combination of education and experience.

All applicants are permitted to substitute two years of related full-time experience for one year of higher education or one year of related higher education for two years of experience. One year of full-time experience is defined as 30 or more hours worked per week for 12 months. One year of higher education is defined as 30 credit hours completed at an accredited college or university.

Councilmembers retain the discretion to evaluate and consider all submitted applications.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of contractor's guidelines and building policies.
- Skill in operating a personal computer, related applications, and the use of electronic resources.
- Ability to coordinate service and venue suppliers for events.
- Ability to meet work schedules and work independently.
- Ability to plan, coordinate, and implement various types of events and activities.
- Ability to assess the needs of the event and develop a plan suited to meet those needs.
- Ability to interpret and apply policies, procedures, rules, and regulations.

- Ability to provide excellent customer service and problem-solving skills.
- Ability to work collaboratively and productively with team members.
- Ability to communicate clearly and concisely.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.
- Ability to perform all the physical, intellectual, and analytical requirements of the position including decision making with or without reasonable accommodation.
- Working conditions are primarily inside an office environment but will include traveling to conduct site visits, attend events and attend meetings at various locations.

This is a position being hired by the City of San Antonio Council Aides Corporation. Positions are not City employees, but are employees of the Corporation. These positions answer only to the Corporation Board by whom they are employed, and represent only the respective Mayor or Councilmember's point of view in serving constituents. The Board has the exclusive right to alter this class specification at any time without notice.

APPLICATION INSTRUCTIONS:

Interested individuals should email a letter of interest and resume to:

Javier Vasquez

Interim Assistant to City Council

Email: Javier.Vasquez@sanantonio.gov