



Uintah County

Job Description

Title:	Uintah County Events Coordinator	Code:	551
Division:	Administration	Effective Date:	06/20
Department:	Travel & Tourism	Last Revised:	06/20
FLSA Cat:	Non-Exempt	Pay Grade:	25

GENERAL PURPOSE

Working directly under the supervision of the Tourism Director, the Events Coordinator will organize and coordinate the development, planning, promotion, maintenance and presentation of the Buckskin Hills Multi-Use Motor Sports Complex. Perform a variety of professional, sales, public relations, marketing, and coordinating duties related to the creation of and continued support of county-wide events with the purpose of attracting visitors to local hotels, restaurants, and county owned venues (includes, but not limited to Western Park and Uintah Conference Center) for the greatest economic impact on Uintah County.

SUPERVISION RECEIVED

Works under the direct supervision of the Uintah County Travel & Tourism Director.

SUPERVISION EXERCISED

May provide functional supervision to volunteers at events.

ESSENTIAL FUNCTIONS

Plans, establishes and organizes events in Uintah County for the greatest economic impact on Uintah County.

Work together with county government, city government, residents, and user groups to plan, create, and develop a sustainable, unique, multiple-use area for recreation at Buckskin Hills. Under the direction of the supervisor you will follow the land use plan to help bring the facility to its potential and become a destination for outdoor enthusiasts and events that will have a positive impact on the economy.

Searches for, and actively solicits prospective clients to host new events in the area. Works with statewide/nationwide organizations to ensure that Uintah County and its facilities are showcased and considered during the location selection process for events.

Coordinates with inter-agency, county government, city government, Uintah School District, Uintah Recreation District, and event coordinators to ensure that events are serving locals, businesses, and the community for the better. Works with said groups to enhance the sustainability of events through expanding the number of events held, the days of the events held, as well as the number of out of the area attendees at all events, providing reports of attendees and economic impact to supervisor.

Searches out and serves, when possible and as directed by supervisor, as a member of various steering committees involved in planning and coordinating special events. Contacts committee members to provide technical and administrative support. Helps contact and administers volunteers for special events. Helps secure fundraising and sponsorship efforts for events.

Under the supervision of the supervisor, works with the management and staff at Vernal's Western Park and Uintah Conference Center to help market and promote the facilities. Works with staff to help coordinate Uintah County events that will be taking place in county owned facilities.

Works with supervisor and staff in the tourism office to set a working yearly calendar of events that will meet the goals of the office, needs of the community, and potential of county owned facilities. Works within the duly adopted budget managed by the supervisor.

Will travel out of the area as be required. Will work non-typical work schedules as required. Events typically happen on the weekend. Some Saturday and Sunday work hours will be required. Many meetings are held in the evenings and require attendance.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Bachelor's Degree in Recreation Management, Park and Recreation, Business Management, Hospitality Management, Marketing, Public Relations of related discipline; plus, two (2) years of specialized training in event planning, event operations, maintenance and repair to recreational facilities, recreation planning, public relations, marketing, sales, general business or related field provided through professional workshops, seminars, vocational programs or in-service;

AND

- B. Experience in working with government agencies, fundraising, sales, recreational development, marketing promotion for events and facilities, public relations or a related field directly related to events and recreation.

OR

- C. An equivalent combination of education and experience.

2. Required Knowledge, Skills, and Abilities:

Considerable knowledge of recreation area planning and event planning and coordination. Working with public and government officials to be a strong team member to collaborate as a group to form a plan to help the economy in Uintah County through recreation and events. Understanding of the process and plan for the Buckskin Hills Recreation Area. Able to run a trail building machine and/or grader to help develop trails at buckskin Hills and other county managed recreation areas and assist other agencies in building and maintaining recreational areas with county owned equipment. Have the sales skills necessary to secure donations and sponsorships for events.

Ability to remain flexible and adjust professionally to situations as they occur. Must be willing to work closely with all recreational user groups. Be a team player within the Tourism Office. Help facilitate recreation grants for Buckskin Hills and find matching donations. Ability to think creatively and strategically and work within a budget.

3. Special Qualifications:

Must possess a valid Utah Driver's license within 60 days of hire, have a working knowledge or the ability to learn how to use equipment to help with the development of Buckskin Hills Recreation Area.

Must be able to work evenings, weekends, and holidays based on the needs of events

4. Work Environment:

Incumbent of the position performs in a non-typical office setting. Position will work both indoors and outdoors. We will try our best to accommodate a working environment that is conducive to the climate. Office work will take place in an office with appropriate climate controls. Tasks require a variety of physical activities, and may involve muscular strain; hiking, driving equipment for recreation maintenance, walking, standing, stooping, sitting, hauling heavy items by hand, and reaching. Talking, hearing and seeing essential to the performance of essential functions. Common eye, hand, finger, leg and foot dexterity also utilized in performance of daily tasks. Occasional exposure to changing environmental conditions due to frequent state and local automobile travel. Mental application utilizes memory for details, emotional stability, discriminating thinking and creative problem solving.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
_____ (Employee)