

SHAWNEE COUNTY, KANSAS
Position Description
Community Events Programmer

POSITION NUMBER: PR1154A

FLSA STATUS: N

POSITION DESCRIPTION

Under the limited supervision, this role involves coordinating large-scale community events for Shawnee County Parks & Recreation department. Responsibilities include planning, budgeting, organizing, and scheduling events that enhance Shawnee County's recreational offerings. This position also oversees the operation of amenities including Adventure Cove, the Carousel in the Park, and the Gage Park Mini Train. Performs additional duties as needed. This position is supervised by the Recreation Program Supervisor.

WORK PERFORMED

40% Program & Event Management.

- Plans events, layouts, and coordinates logistics with departmental staff.
- Ensures compliance with all insurance, legal, health, and safety requirements for venues.
- Seeks ways to improve operational efficiency in event planning and amenity operation.
- Develops marketing strategies to increase awareness and engagement with Shawnee County Parks and Recreation
- Evaluates existing event partnerships to determine their effectiveness and whether they meet the desired outcomes.
- Determines the direct and indirect costs of events, then establishes a cost recovery goal for each event.
- Responsible for coordinating and communicating events with other Parks & Recreation staff.
- Establishes working service and formal agreements with measurable outcomes and standards.
- Ensures a security presence at all events to maintain the safety of all participants and visitors.
- Evaluates and recommends new amenities to parks and also recreation facilities.
- Determines existing cost recovery levels and new targets for each core service.
- Ensures preventative maintenance programs and procedures are in place to prolong the life of facilities, equipment, and other assets.
- Develops performance measures for all facilities, amenities, and events, including standards met, cost recovery goals achieved, market share controlled, user retention, customer satisfaction, facility productivity, the number of programs offered versus programs held based on minimums, earned income targets, and volunteer hour goals.

20% Supervision.

- Leads teams of staff and volunteers to ensure successful event execution.
- Supervises staff to ensure accountability for performance and behavior, ensuring alignment with personnel and event and amenity needs.
- Manages employee discipline, staff development and training, completion of performance evaluations, and other personnel-related functions.

**Shawnee County Position Description
Community Events Programmer (PR1154A)**

- Participates in the hiring and promotional processes.
- Instructs staff on the proper completion of tasks and inspect their work to ensure projects are completed successfully.
- Establishes work schedules and assign tasks based on experience and workload.

20% Cash Control

- Responsible for following established accounting and cash control procedures to ensure proper accounting of all money from events and amenities.
- Supervise and train staff on cash control accountability and procedures.
- Oversee the timely submission of revenues and deposits.
- Work with administrative staff, ensuring compliance with all applicable policies and procedures.

10% Customer Service.

- Monitor customer satisfaction and quality of service at events and amenities.
- Performs customer service tasks such as answering phones, contacting organizations, planning events, and attending meetings.
- Coordinates with necessary staff and organizations during all planning stages of events.

10% Budgeting.

- Manage budgets, staffing, and operations for seasonal facilities.
- Establish cost structures to determine the financial impact of services provided.
- Prepares and analyzes budgets for events as well as other budgets under their supervision.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

- Human resource management including hiring practices, disciplinary procedures, terminations, etc.
- Supervisory responsibilities and effective leadership skills.
- A variety of recreation programs and current recreation trends.
- Scheduling and utilization.
- Public relations, advertising and marketing; cost/benefit analysis and budget recovery analysis.

Ability to:

- Plan, assign, coordinate and direct the work of others.
- Establish and maintain effective working relationships with other employees and the public.
- Communicate with all divisions on daily basis.
- Apply Shawnee County and department resolutions to activities.
- Communicate effectively, both orally and in writing, using the English language.

Skill in:

- Providing leadership and direction to employees.
- Marketing and public relations.

**Shawnee County Position Description
Community Events Programmer (PR1154A)**

PHYSICAL REQUIREMENTS

N-Never **O**-Occasional (1%-33%) **F**-Frequent (34%-66%) **C**-Continuous (67%-100%)

| | N | O | F | C | | N | O | F | C | | N | O | F | C |
|-----------------|---|---|---|---|-------------------|---|---|---|---|--|---|---|---|---|
| HANDS | | | | | BODY/TRUNK | | | | | OTHER | | | | |
| Reaching | | | X | | Sitting | | | X | | Driving | | | X | |
| Pushing/Pulling | | | X | | Bending | | | X | | High Elevation | | X | | |
| Climbing | | X | | | Reaching | | | X | | Unprotected Heights | X | | | |
| Throwing | | X | | | Lifting | | | X | | Around Moving Machinery | | X | | |
| ARMS | | | | | Carrying | | | X | | Driving Automotive Equipment | | | X | |
| Reaching | | | | X | Jumping | X | | | | Exposure to Dust, Gases and Fumes | | X | | |
| Lifting | | | X | | Twisting | X | | | | Cramped Body Position | | X | | |
| Pushing/Pulling | | | X | | Squatting | X | | | | Sustained Positions | | X | | |
| Carrying | | | X | | Turning | | | X | | Noise Levels (Excessive) | | X | | |
| Throwing | | X | | | LEGS/FEET | | | | | Electrical Hazards | | X | | |
| EYES | | | | | Walking | | | X | | Slippery Surfaces | | X | | |
| Near Vision | | | | X | Standing | | | X | | Work Above Ground | | X | | |
| Far Vision | | | | X | Sitting | | | X | | Work Below Ground | | X | | |
| Color Vision | | | | X | Carrying | | | X | | Irregular Surfaces | | X | | |
| VOICE | | | | | Climbing | X | | | | Moving Objects | | X | | |
| Talking | | | | X | Jumping | X | | | | In High Volume Traffic | | X | | |
| EARS | | | | | Turning | | | X | | Exposure to Marked Changes in Temperature and Humidity | | | | |
| Hearing | | | | X | Lifting | | | X | | | | | X | |

EQUIPMENT USED

Personal Computer
Printer

Telephone
Photocopier

Fax Machine
Vehicles

Office Furniture

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MINIMUM QUALIFICATIONS

- Degree from an accredited college or university in Parks and Recreation Management (administration), Recreation, or a related field, with course work in park administration, budgeting, child development, public speaking, business, recreation programming, education, psychology and sociology.
- Three (3) years' experience in the recreation field. A Graduate Degree in the areas listed above may be substituted for two (2) years of experience.
- Two (2) years' supervisory experience.
- Valid Kansas Driver's License and able to operate a County-owned vehicle (HR-2013-2).
 - HR-2013-2: Driving record that shows: No misdemeanor or felony convictions for traffic/vehicular offenses (DUI, vehicular homicide, reckless driving, hit and run, etc.) on the driving record that are less than five (5) years old; No more than two (2) at fault or chargeable accidents on their driving record that are less than five (5) years old; No more than two (2) traffic infractions (speeding, failure to yield right of way, etc.) that are less than one (1) year old.

PREFERRED QUALIFICATIONS

- Experience in event planning and the proven ability to work with community groups, vendors, and organizations.

SPECIAL REQUIREMENTS

- Required to pass a pre-employment physical and drug screen.

This Position Description is not designed to list all tasks and responsibilities of this position. Shawnee County reserves the right to revise or change job duties as the need may arise. This Position Description does not constitute a written or implied contract of employment.

I have read and understand the duties and requirements for this position.

Employee's Signature / Printed Name

Date

Administering Supervisor's Signature / Printed Name

Date

Appointing Authority's Signature / Printed Name

Date

Created: 02/25
Revision History: 03/25