



**SHARON R. BOCK**  
Clerk & Comptroller  
Palm Beach County

## CLERK & COMPTROLLER, PALM BEACH COUNTY CLASS DESCRIPTION

### CLASSIFICATION TITLE: EVENTS SPECIALIST

#### GENERAL DESCRIPTION OF DUTIES

Under general supervision, this position coordinates Clerk-sponsored events and programs in the areas of employee events and activities, rewards and recognition programs, charitable campaigns, volunteers and other special programs as needed. An employee in this classification is responsible for planning, promoting, organizing, recommending and implementing a wide range of employee programs and events, and partnering regularly with other departments needing event planning services. Work requires a high degree of independent judgment and a strong ability to communicate effectively in both a verbal and written manner. Incumbent may work irregular hours including weekends, holidays, and evenings according to the demands of the position.

#### SPECIFIC DUTIES AND RESPONSIBILITIES

##### EXAMPLES OF ESSENTIAL FUNCTIONS

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

Develops and implements programs that help foster a cultural shift in focus from employee satisfaction to employee engagement with regard to employee events and activities, rewards and recognition, charitable giving, and other special initiatives

Supports the organization's core values, while serving employees and their families, by directing all aspects of multiple events including theme selection and logistics, marketing collateral, creating parameters and purpose of events, securing the venue, working with caterer, budget development and creating atmosphere

Maintains and develops employee-funded revenue streams to support employee events and maintain fiscal management

Plans, recommends, develops, organizes, evaluates, implements and administers a comprehensive rewards and recognition program; maintains rewards and recognition system and materials; tracks and reports on initiatives, needs and utilization

Leads coordination of annual employee Service Awards Ceremony and recognition event for volunteers

Successfully partners with non-profit organizations to drive charity campaigns which foster pride in the workplace, promote community goodwill, and provide positive press opportunities

Assists with and reviews operating budget for various programs and events; provides input to management on ways to cultivate cost effective programs to meet budget constraints

Directs the development and implementation of the marketing and communication plan for assigned areas of responsibility; creates communication materials as needed including e-mail messages, newsletter content, online content and promotional materials such as displays, flyers, etc.

## EVENTS SPECIALIST

Develops and maintains professional and respectful relationships with outside partners, consultants, and vendors, including potential sources for volunteers

Partners with Training Specialist to facilitate administration of the Volunteer program

Works cross-functionally and collaboratively with other departments, executive committee, management and staff to successfully achieve program goals

Identifies and/or partners with key business partners to execute strategies

Adheres to organizational policies and procedures, regulatory/accrediting body requirements, and professional practice standards

Assists management with various special projects and/or research

Maintains established organizational/departmental productivity standards

Safely and successfully performs essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards

Maintains reasonably regular, punctual attendance consistent with the ADA, FMLA, other federal, state and local standards and the organization's attendance policies and procedures

Comes to work and works the regular schedule and shift for the position

Complies with all personnel policies and procedures

### MARGINAL FUNCTIONS

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Provides customer service using multilingual skills as the need arises, if applicable

Performs related duties as directed

### MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree in Human Resources, Business Administration, Public Administration, Entertainment/Event Management or related field, supplemented by four (4) years of recent and relevant experience in event planning and management, community relations or related fields; or an equivalent combination of education, training and experience. Certification in event and meeting planning preferred.

### ADA COMPLIANCE

**Physical Ability:** Tasks involve the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

**Sensory Requirements:** Tasks require visual perception, differentiation, and color identification. Tasks require oral and written communications ability.

**Environmental Factors:** Tasks risk potential exposure to traffic hazards, electrical currents, dust, pollen wetness, and temperature extremes.

## EVENTS SPECIALIST

The Clerk & Comptroller, Palm Beach County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Clerk & Comptroller, Palm Beach County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I can perform this job with or without a reasonable accommodation.  Yes  No

I would like to request a reasonable accommodation.  Yes  No

*\*If yes, you will be contacted by the Benefits Administrator to begin the interactive dialogue process.*

All job descriptions are subject to revision and amendment. I have received a copy of this job description and am fully aware of the expectations of the job.

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Employee Signature

Date

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Printed Name

Department