



LEHI CITY POSITION OPENING Special Events Coordinator

CLOSING DATE: September 17, 2015, 12:00 PM

INTERVIEW DATE: September 24, 2015

SALARY RANGE: \$41,600 - \$58,240 (Grade 14), with starting rate up to \$49,920, DOQ

STATUS: Full-time with Benefits, FLSA-Exempt

DEPARTMENT: Office of City Administrator

JOB SUMMARY: Under the direction of the Assistant to the City Administrator, performs a variety of general administrative and supervisory duties as needed to coordinate special events programs and projects in support of the Office of the City Administrator:

- Plans, organizes, coordinates, promotes, facilitates, assists in the set-up, attends, and documents special events including the Lehi Round-Up Celebration and other events
- As directed, acts as lead for project teams and assists department directors with completion of events, programs, and projects to meet established goals/objectives as needed
- Gives recommendations for special events budgets; makes revenue projections; monitors on-going expenditures to assure compliance with fiscal goals
- Facilitates an environment that encourages interdepartmental cooperation
- Represents the City as the community outreach coordinator; acts as a liaison between the City and various non-profit and citizen groups
- Assists the Public Information Officer (PIO) with public relations efforts
- Serves as the City's volunteer coordinator and provides direction, guidance, and support to all City Departments with regards to volunteer efforts and activities.

MINIMUM REQUIREMENTS: High School diploma or equivalent required, a Bachelor's degree in communications, marketing, or related field preferred; AND two (2) or more years of experience in event coordination required; OR an equivalent combination of job-related education and experience.

TO APPLY: Each applicant is required to turn in a Lehi City application, a letter of interest, and a resume to Human Resources by apply@lehi-ut.gov or 153 N 100 E, Lehi, Utah. **Only applications from candidates that meet the above requirements and qualifications will be considered.** A complete list of essential functions and minimum requirements of the position may be obtained from the Lehi City Human Resources Office. Lehi City will provide reasonable accommodations for any applicant during the selection process. If you have special needs, please call 385-201-2265. **For required City application, contact Lehi City Human Resources, 153 North 100 East, Lehi, UT 84043 or download application and job description at www.lehi-ut.gov.**

Lehi City is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, gender, religion, age or disability.