



CITY OF BROOKSVILLE
JOB DESCRIPTION

POSITION TITLE: Special Events Coordinator
DEPARTMENT: Parks and Recreation
DIVISION:
SUPERVISED BY: Recreation and Comm. Programs Manager

JOB SUMMARY/OVERVIEW OF THE POSITION:

The Special Events Coordinator serves as the primary contact for customers and visitors in planning city-wide special events, community programs, and requests for street closures. This position is responsible for planning, organizing, and coordinating all City events, including securing sponsorships, coordinating logistics, and ensuring compliance with City requirements. The position works closely with the public, vendors, businesses, and City staff to deliver successful events that enhance community engagement. This position is designated as essential personnel and will be required to work during emergency operations, including severe weather events and natural disasters. Employees must participate in emergency preparedness and response activities, and complete required NIMS (National Incident Management System) training as directed.

ESSENTIAL JOB FUNCTIONS:

- Receive and review all special event and street closure applications; route applications for required approvals.
- Schedule and meet with event organizers and the Special Event Review Committee to review applications and event needs.
- Coordinate with City departments to ensure logistical support, including supervision of vendors, contractors, and support staff.
- May assist with rentals of facilities within the park and recreation department.
- Arrange facilities, equipment, materials, and labor for event setup and breakdown.
- Seek out new event opportunities and develop expanded programming.
- Supervise contractual staff and volunteers as assigned.
- Secure sponsorships and in-kind donations for City programs and events.
- Build and maintain relationships with vendors, community leaders, organizations, businesses, media, and the public.
- Manage event budgets, timelines, and planning meetings.
- Assist with development of event-related marketing and promotional materials.
- Regularly operate a City vehicle to attend event sites, vendor meetings, or make supply runs.
- Train and supervise volunteers, assigned staff, and department personnel; clearly communicate responsibilities and expectations.
- Collaborate with the Public Information Coordinator to promote and market events through print, digital, and social media.
- Prepare graphics, flyers, calendars, announcements, and other promotional media.
- Maintain a strong focus on customer service, attention to detail, and cost control.
- Attend and support scheduled City events (including evenings and weekends as required).
- Perform related duties as assigned, including assistance at other locations.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of office practices, procedures, and automated systems (e.g., telephones, email, digital calendars).
- Proficiency with Microsoft Office Suite.

- Strong written and verbal communication skills; knowledge of business English and professional correspondence.
- Skill in event planning, logistics, and implementation.
- Ability to handle difficult or hostile situations with professionalism.
- Excellent organizational, time management, and multitasking skills.
- Ability to prioritize tasks and maintain accuracy in a fast-paced environment.
- Ability to work independently with minimal supervision.
- Ability to interpret and follow verbal and written instructions, policies, and procedures.
- Ability to collaborate with staff, volunteers, and the public using tact and good judgment.
- Ability to maintain punctual and consistent attendance.
- Demonstrated ability to prepare reports, analyze data, and use computer applications. Experience working with the public in varied situations, including challenging or stressful environments.

The job description does not constitute an employment agreement between the City and employee and is subject to change at any time by the City as the needs of the City and requirements of the job change.

MINIMUM REQUIREMENTS LISTED AS FOLLOWS:

PHYSICAL SKILLS: Use of both hands with majority of fingers in each hand. 20/40 vision (in at least one eye), and be able to hear and understand and verbally communicate in English at normal conversational levels in a typical governmental office (corrective devices acceptable). Occasional light lifting and/or carrying, bending, stooping, climbing a ladder, standing and pulling. Must be able to easily carry (50) lbs.

EDUCATION, TRAINING AND EXPERIENCE:

- **Education:** Associate degree in Event Management, Recreation, Public Administration, or a related field.
- **Experience:** Minimum of two (2) years of large-scale event planning or related experience. Equivalent combinations of education, training, and experience will be considered.

LICENSES, CERTIFICATIONS, OR REGISTRATIONS:

- Valid Florida Driver’s License (Class E) and insurable driving record.
- CPR/First Aid Certification (required within six months of hire).

***ADA STATEMENT:** A qualified employee or applicant with a disability may be afforded a reasonable accommodation to perform the essential job functions of a position in compliance with the Americans with Disabilities Act.*

***DRUG-FREE WORKPLACE:** City of Brooksville is a drug-free workplace in accordance with Federal and Florida law.*

***VETERANS' PREFERENCE:** Under Section 295.07, F.S., Chapter SSA-7, City of Brooksville provides to Veterans, that preference in appointment will be given to preference-eligible applicants.*

HR INFORMATION	REVISION DATE: 10/2025
FLSA STATUS: Non-Exempt PAY GRADE: SEE CURRENT PAY GRADE SCALE	