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City of Tahlequah, Oklahoma Job Description

Job Title: Events & Facilities Coordinator

Department: Recreation

Reports To: Recreation Superintendent and Recreation Coordinator

FLSA Status: Non-exempt

Grade 3

Summary Perform a variety of tasks in the operation of the facilities of the Recreation Department to enhance the total recreation opportunities for the general public by performing the clerical duties related to the office.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- 1) Perform office tasks including: answering the phone, maintaining the office and files, typing, etc.
- 2) Be responsible for the collection of money and the resolution of all cash, including daily deposits.
- 3) Manages and schedules all of the rental bookings of the Armory Municipal Center and Brookside.
- 4) Communicates with Recreation Foreman when laborers are needed for event set ups or other manual laborer is needed at the two facilities.
- 5) Shows the Armory to potential Renters.
- 6) Other tasks and duties may be assigned to the employee as needed by the supervisor in charge and/or city administration that are not included in this job description and may/or may not be in this department.

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- 1) Self motivated to be able to work individually and cooperative enough to function as part of a team.
- 2) Willingness to do a variety of tasks as needed.
- 3) Ability to establish effective working relationships with fellow employees, supervisors, and the general public.
- 4) Maintain socially accepted standards of speech and appearance while on duty.
- 5) Must be willing to adhere to all applicable rules and laws regarding safety and work in a consistently safe manner.
- 6) Ability and willingness to perform assigned work in a timely and efficient manner.
- 7) Exhibit pleasant personality and be a good public relations person for the city.
- 8) Be bondable.

Education and/or Experience

- 1) High School Diploma, or equivalent, is preferable.
- 2) Skill in event planning, promotion, organization, and implementation.
- 3) Secretarial experience is preferred.
- 4) Knowledge of budgets is preferred

Language Skills

- 1) Ability to communicate effectively with fellow employees, supervisors, and the public.
- 2) Ability to interact with the public in a polite and courteous manner.
- 3) English composition skills and spelling skills adequate to produce professional looking correspondence.

Mathematical Skills

- 1) Ability to make change for purchases easily.
- 2) Ability to track cash and make accurate deposits.

Reasoning Ability

Recognize unsafe conditions and situations.

Computer Skills

Keyboarding, 10 key, and Basic PC skills in word processing and spread sheet.
Fluent in Microsoft Excel for the purpose of scheduling the Armory and events.

Certificates, Licenses, Registrations

Must have an Oklahoma Class "D" Driver's License and maintain it throughout employment.

Other Qualifications

- 1) Must successfully complete required drug testing and physical examination per City of Tahlequah's policies.
- 2) Have and maintain a driving record sufficient to satisfy the insurance mandates placed upon the city.
- 3) Establish employment eligibility under USDOL and City of Tahlequah rules and policies.

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- 1) Stooping, crouching, reaching, standing, sitting, lifting, walking, fingering, grasping, talking, hearing, and repetitive motions are all demanded in the job.
- 2) The job is considered Light Work.
- 3) Level One visual acuity is required.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The worker will be subject to: inside and outside environmental conditions, but most of the work will be performed inside