



EMPLOYMENT OPPORTUNITY Fircrest Parks & Recreation

POSITION: Office Assistant-Community Event Specialist (Regular Part -Time)
DATE OPEN: February 12, 2018
DATE CLOSED: March 12, 2018
SALARY RANGE: (\$15.54/hour – \$19.84/hour)

THE POSITION: The City of Fircrest is accepting applications for a regular part-time Community Event Specialist. This position will work an average of 20 hours per week from September through May and may work up to 40 hours per week periodically June through August. The position works under the supervision of the Parks & Recreation Director. This Community Event Specialist will assist in the planning of a variety of community events including festivals, community arts programs, and special events such as: The Go Hawaiian Pool Party, Fircrest Car Show, Fircrest Fun Days, The Haunted Trails, Fircrest Tree Lighting Ceremony, etc.

As assigned, assist the Recreation Coordinator in youth events and activities.

REPRESENTATIVE DUTIES

- Assist in the planning and implementation of the City's community event programs.
- Develop and obtain funding sources through grants, sponsorships, monetary and material donations from community organizations, businesses and individuals for community events as appropriate.
- Manage the publicity, promotions and marketing associated with each community program and special event. Plan art work and graphic support for publications.
- Manage the Fircrest Parks and Recreation Department's social media and website postings.
- Contract and schedule entertainment for community programs and special events.
- Chair and attend a variety of staff and community volunteer meetings after hours; provide oral and written presentations and evaluations of programs and events as required.

Performs event set up and clean up duties before and after events. Performs other duties as assigned.

DESIRED MINIMUM QUALIFICATIONS

- Graduation from high school or GED equivalent, and
- High School Diploma, and Two (2) years' experience in cultural/recreation programs at a professional level.

Necessary Knowledge, Skills and Abilities:

- Thorough experience posting information and events on social media and web pages.
- Develop, coordinate and implement special events/festival, cultural and recreational programs
- Establish and maintain cooperative and effective working relationships with others
- Analyze situations accurately and adopt an effective course of action
- Maintain records and prepare reports
- Work independently with minimum supervision
- Work irregular hours on occasion, including evenings and weekends

SPECIAL REQUIREMENTS

- Valid Washington driver's license without record of suspension or revocation in any state, or ability to obtain one by time of hire.

SELECTION GUIDELINES

- Formal application, rating of experience, oral interview, reference check, and job related tests might be required.

TO APPLY

- A formal application form must be fully completed and submitted by March 12, 2018 to:

Personnel Officer Jessica Nappi
City of Fircrest
115 Ramsdell Street
Fircrest, WA 98466
Telephone: (253) 564-8901, Fax: (253) 566-0762
Email: jnappi@cityoffircrest.net

- Resumes alone are not sufficient for consideration, but may be attached to the application form.
- Applications may be filed in person, by FAX or by mail, or by email. All applications must be received by 5:00 p.m. on the closing date.
- It is not the City's policy to FAX or Express Mail application forms.

GENERAL INFORMATION FOR APPLICANTS

SELECTION

- The quality and completeness of the information provided on the application form may determine whether or not you are called for an interview. Incomplete answers or "see resume" may prevent further consideration.
- Testing may be required to measure candidates' abilities to perform essential functions or other performance dimensions.
- If you need special accommodation during the interview phase of the selection process, please provide the City with five business days advance notice. The City endeavors to reasonably accommodate everyone. All applicants interviewed will be sent written notification of the interview result.
- No formal notification will be sent to applicants not selected for an interview. Should the same or another position open for which you wish to apply, you must complete a new application to be considered for the new opening.

EMPLOYMENT

- Applicants who are offered employment will be required to provide proof of identity and authorization to work in the United States. The 1986 Federal Immigration Reform and Control Act prohibits the hiring of unauthorized aliens.
- The City does not discriminate in hiring on the basis of race, creed, color, ethnicity, national origin, sex, age, or marital status. In compliance with the Americans with Disabilities Act, disability will be considered only in the context of an applicant's ability to perform essential elements of a job and to determine reasonable accommodation.
- The City of Fircrest has a policy of limiting smoking in the work place.
- The City of Fircrest is a drug-free workplace.