



CLASS TITLE | SPECIAL EVENTS ASSISTANT

PAY GRADE: AT-32 | www.cityoftulsa.org/pay

Class Code: 3613

Effective Date: 12/13/2023

****THIS CLASSIFICATION INCLUDES PAY INCREASE OPPORTUNITY - OUTLINED BELOW****

PURPOSE OF THE CLASSIFICATION: Under general supervision, manages and coordinates the planning and technical permit process of numerous city-wide special events for the Tulsa Police Department (TPD) and other planned group activities on public and private property; and performs other related duties as assigned.

ESSENTIAL TASKS:

- Coordinates police involvement in special events including festivals, parades, runs, walks, films and various planned group activities held on public property
- Acts as a technical adviser to other Event Coordinators, organizers, clients and citizens, providing assistance and expertise with public safety, health, security requirements, special technical services and risk assessment
- Serves as a TPD liaison to event organizers to achieve safe and successful standards
- Promotes and stimulates good community relations and interaction with partnerships, user groups and affiliations, encouraging participation
- Attends various meetings to provide assistance, guidance and disseminate information for event organizers, neighborhood associations and local businesses
- Works closely with internal and external customers, including non- and for-profit agencies to promote and support event stabilization and vitality
- Periodically reviews and recommends changes to city ordinances and policies and procedures to positively impact and improve efficiency and effectiveness
- Operates City vehicle to examine route and venue closure requests, coordinating impact on operations, business, and neighborhoods
- Compiles event information for future planning purposes, reviewing Special Event Permit Applications to determine TPD involvement, preparing the police operational plan for each event, including required maps
- Coordinates with event organizers to determine efficient routes minimizing the impact of traffic volume
- Oversees special event scheduling for full-time and reserve officers of the TPD
- Member of the Special Events Coordinating Committee
- Maintains records for the TPD Reserve Program and schedules in-service training
- Works various shifts to include weekends, nights, and holidays
- Reports to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Must meet one of the following criteria or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 100:

1. (a) Completion of sixty (60) hours from an accredited college or university; **and**,
(b) Four (4) years' experience relevant to the essential tasks listed in this job description; **or**,
2. (a) Completion of one hundred twenty (120) hours from an accredited college or university; **and**,
(b) Two (2) years' experience relevant to the essential tasks listed in this job description



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PAY INCREASE OPPORTUNITY

Employee will be eligible for a one (1) step pay increase following successful completion of the American Traffic Safety Services Association Certification **and** one (1) year of employment in the position.

Knowledge, Abilities and Skills:

Considerable knowledge of:

- The methods, practices and techniques involved in patron services and special event planning and coordination
- Traffic flow patterns and traffic control

Ability to:

- Coordinate a variety of activities involved in the planning and execution of events
- Communicate effectively both verbally and in writing
- Investigate and resolve public conflicts and complaints professionally
- Operate a computer and various software programs
- Understand and influence the behavior of internal and external customers from various diverse backgrounds in order to achieve work objectives and cause action or understanding

Skill in:

- Organization to analyze the needs of internal and external customers

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; frequent walking and standing; may be subject to frequent lifting and carrying, and pulling up to five pounds, with occasional lifting and carrying up to 50 pounds; frequent balancing, bending, handling, climbing, smelling and twisting; occasional reaching, kneeling, crawling and feeling; vision, speech and hearing sufficient enough to perform the essential tasks

Licenses and Certificates: Possession of the following:

- a) Valid Oklahoma Class "D" Driver license
- b) Special Event Management Certification
- c) American Traffic Safety Services Association Certification *preferred*

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting and occasionally outdoors and in inclement weather.

EEO Code: N-05

Group: Clerical and Administrative

Series: General Administrative