

# **CITY OF CHATTANOOGA**

## **Classification Specification Title: Community Events Manager**

**Department: Parks & Outdoors**

**Pay Grade: GS.12**

**Supervision Received From: Director Special Events  
and Parks Programming**

**FLSA Status: Exempt**

**Established: 6/29/07**

**Supervisory Responsibility For: Open Activation Spec**

**Revision Dates: 4/1/25;  
8/27/24; 1/26/24**

### **CLASSIFICATION SUMMARY:**

The Community Events Manager will work within the Special Events and Programming Division of the Department of Parks and Outdoors to create and deliver programs that activate City public spaces. Reporting to the Division Director, the Manager will oversee the activities in parks and work closely with event organizers, community organizations, business stakeholders, neighborhood groups, etc., to utilize public open spaces, with the goal of building a sense of community ownership in Chattanooga's parks and open spaces. The Manager will also work closely with the Division Director to connect the community to the City's open public spaces and execute strategies to market programs and activities for the public, as well as provide oversight for all programming and activation activities. Guides event producers through the Special Events Process. Work requires limited supervision and the use of independent judgment and discretion.

### **SERIES LEVEL:**

The Community Events Manager is a stand-alone position.

### **ESSENTIAL FUNCTIONS:**

*(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)*

Works with community organizations to coordinate the City's participation in or involvement with select celebrations that promote the City's mission and values.

Coordinates activities for Signature City parks – Coolidge Park, Renaissance Park, Ross's Landing, Chattanooga Green, Walnut Street Bridge, Miller Park, and any other public space as directed by the Director of Special Events & Programming.

Coordinates and schedules meetings, to include internal and public meetings, ensuring representatives from various city departments will be in attendance to communicate directly with event organizers and staff.

Oversee the promotion of program participation in open spaces events throughout the City, and develop a programming playbook to educate and create sustainable programming best practices.

Oversees, reviews, analyzes and prepares reports related to programming revenues, expenditures, program attendance and/or other related items.

Manage and promote division programs aimed at encouraging activities in community parks and open spaces, to include fee waiver programs, block party programs, and other initiatives created to increase participation in community parks.

Manages purchasing card activities and performs statement reconciliations.

Work alongside the Parks Maintenance Division to identify infrastructure improvements needed for community events and activation.

Resolves problems, in person and over the telephone, to internal and external customers by responding to requests for assistance, information, complaints, concerns and/or other related inquiries.

Coordinates the development, distribution and analysis of surveys.

Solicits sponsorship for events, prepares related proposals, and conducts negotiations with sponsors.

Work cross functionally with other City departments to identify community needs and efficiently augment resources by partnering on initiatives.

Uses, carries, and answers their cell phone for business purposes as determined by the assigned job duties and department head.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers, and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS:

Bachelor's Degree in Marketing, Business, Organizational Management or a related field, and four (4) years increasingly responsible special event management, safety/emergency response experience, special event transportation design, park maintenance, recreation, or sports experience; or any combination of equivalent experience and education.

LICENSING AND CERTIFICATIONS:

Valid Driver's License

KNOWLEDGE AND SKILLS:

Knowledge of area public and civic organizations and associations; public relations and marketing principles; budgeting principles; procurement principles and practices; applicable Federal, State, and Local laws, ordinances, codes, rules, and regulations; and program coordination principles and practices.

Skill in providing customer service; interpreting, applying, and communicating applicable laws, ordinances, codes, rules, and regulations; using a computer and related software applications; monitoring budgets; marketing programs; applying independent judgment, personal discretion, and resourcefulness in interpreting and applying guidelines; identifying appropriate community resources based on applicable situations; and, establishing and maintaining effective working relationships with other employees and those contacted in the course of the work.

**PHYSICAL DEMANDS:**

Positions in this class typically require reaching, standing, walking, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

**WORK ENVIRONMENT:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work. Incumbents may be subjected to fumes, odors, dusts, poor ventilation and extreme temperatures.

**SPECIAL REQUIREMENTS:**

Safety Sensitive: N

Department of Transportation - CDL: N

Child Sensitive: Y

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.