

**CITY OF CHATTANOOGA**  
**Classification Specification Title: Special Events Systems Specialist**

**Department: Parks & Outdoors**

**Pay Grade: GS.10**

**Supervision Received From: Dir. Special Events & Parks Prog. FLSA Status: Exempt**

**Supervisory Responsibility For: None**

**Established: 9/15/23**

**Revision Dates: 4/4/25;  
10/20/23**

**CLASSIFICATION SUMMARY:**

Incumbents in this classification are responsible for assisting with the development of the workflow process for all divisional tasks to evaluate the process and improve efficiency and productivity of asset management. Duties include: working with staff to conduct a needs assessment to identify asset management and maintenance goals; developing flow charts of the work processes; analyzing workflow and assist with determining the most efficient, cost effective and productive option; maximizing the functionality of the asset management system; creating the framework for capturing work order data within the systems; and training staff in the use of the system. Work is performed with limited supervision.

**SERIES LEVEL:** This 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.)*

Performs administrative, supervisory and professional work in the operation of comprehensive public events and programs in the City.

Designs, implements, coordinates, and maintains a structured asset management system to support Parks & Outdoors operations.

Maintains and administers park reservation and special event permitting softwares.

Serves as a liaison to event organizers and individuals to ensure all event and program permits are secured.

Meets with organizations and individuals at park facilities for walkthroughs, and to ensure proper operational plans and permits are in place.

Creates service requests and work order templates to capture identified tasks and data; track materials, equipment and additional information.

Coordinates the development, distribution and analysis of surveys.

Coordinates special events and programs including work activities with other City departments, outside agencies and other groups.

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

#### MINIMUM QUALIFICATIONS:

Bachelor's degree in Environmental Science, Recreation and Park Administration, Public Administration, Communications, Marketing, or related field with experience in or related professional level work in support of public recreation programs, developing and maintaining volunteer groups and developing/presenting marketing materials to a variety of public audiences using traditional and non-traditional methods; 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.