### CLASS CONCEPT:
Coordinates special events serving as primary liaison with representatives of outside groups for preparation, planning and implementation. Works with managers and supervisors to secure use of appropriate space and allocation of staffing resources to prepare for and facilitate events successfully.

### RANK 1
**JOB DUTIES**
Coordinates special events serving as primary liaison with representatives of outside groups for preparation, planning and implementation. Works with managers and supervisors to secure use of appropriate space and allocation of staffing resources to prepare for and facilitate events successfully (e.g. Annual Car Show; Community Band performances; Employee Recognition events). Requests and purchases event supplies as needed. Serves as primary liaison for student workers, coordinating training and work assignments with teachers and supervisors. Coordinates facility recycling program and other green initiatives. Coordinates proper disposal of assets, ensuring compliance with BCC policies and procedures. Coordinates agency fleet motor pool activities, schedules and assigns vehicles to various department drivers, arranges for and coordinate repair and maintenance of vehicles, inspects vehicles for damage, provides driver training and road testing to ensure safety, verifies drivers’ licenses, proof of insurance and authorization of drivers. Reserves vehicles, calculates mileage for usage records, maintains master list of vehicle data. Cleans, refuels and transports vehicles, obtains titles and registration of vehicles; performs minor vehicle maintenance; reviews and investigates vehicle accident and damage reports. Develops and implements plans of correction in response to investigation findings.

Serves as primary liaison with outside vendors for mowing, lawn care, snow removal and waste removal. Solicits bids and makes recommendations to the Director on the selection of vendors Acts as courier, transporting confidential documents to and from designated locations as assigned. Assists with driving residents on outings, to scheduled appointments and picking up from school or workshop as needed (Performs Related Duties As Required)

**MAJOR WORKER CHARACTERISTICS**
Knowledge of: 3(inventory control), 9a(lead work), 10(safety practices), 11a(public relations), 11b(human relations), 13b (agency policies & procedures*). Skills in: 29 (equipment operations-motor vehicles, pickup truck, hand truck). Ability to: 30i(deal with variables in somewhat unfamiliar context), 30j(interpret variety of instructions in written, oral, picture or schedule form), 31d(add, subtract, multiply & divide whole numbers), 32l(maintain accurate records),34c (cooperate with co-workers on group projects, 34h(develop good rapport with residents, families and community groups), 35d (demonstrate strength to move objects from one location to another).

(*Developed After Employment)

### RANK 2

### UNUSUAL WORKING CONDITIONS:
May work evenings or weekends as needed. May be exposed to dirt, dust, noise and variable weather conditions.

### MINIMUM CLASS REQUIREMENTS:
Must have current valid Ohio driver’s license with acceptable driving record. Two (2) years experience coordinating projects, supervising employees or coordinating volunteers and (2) years experience coordinating, overseeing or managing resources for a work unit or department – OR – Associate degree in public administration, business, social science, public relations, or related field and six (6) months experience in coordinating projects. - OR alternative, equivalent evidence of the Minimum Class Requirements.

### TRAINING & DEVELOPMENT:
Must maintain valid Ohio driver’s license.