

CITY OF PASO ROBLES COMMUNITY EVENTS COORDINATOR



Class Spec Code:
8213

Established Date:
3/17/2026

Salary Range:
PT9

Bargaining Unit:
Part-Time

Occupational Group:
700N

Benefit Code:
PT

EEO:
Paraprofessionals

FLSA:
Non-Exempt

Physical Class:
Non-Manual

DESCRIPTION

Job Summary

Performs intermediate-level administrative and program support work in the planning, coordination, and execution of special community events held in City facilities, parks, and public spaces. Ensures event operations are organized, compliant with municipal regulations, safe for attendees, and aligned with City standards. Collaborates with City departments, community organizations, vendors, and event organizers to facilitate successful community events.

Supervision Required

Work is performed under the limited supervision of the Recreation Services Manager.

Supervision Exercised

None.

Impact on Organization

Performs daily actions or services that directly affect clients or the public, with a meaningful impact on specific cases within the service area.

TYPICAL DUTIES

The following duties are typical of this classification. Incumbents may not perform all of the duties set forth below and/or may be required to perform additional related duties to address City needs and evolving business practices.

- Coordinates the City's special event permit process, including reviewing applications for completeness, insurance compliance, fee payment, adherence to municipal codes, and City policies.
- Routes applications for departmental review, tracks conditions of approval, and prepares and issues permits, approval letters, and related documentation.
- Verifies insurance coverage limits and required endorsements, and monitors compliance before, during, and after events, including ADA accessibility, public safety standards, and permit conditions.
- Acts as a liaison between event organizers and City departments, facilitating interdepartmental communication, scheduling coordination meetings, and ensuring compliance with regulations and operational requirements.
- Provides technical guidance and procedural support to event organizers, including review of site plans, traffic control plans,



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safety plans, and event layouts, and answers questions regarding permitting requirements and municipal regulations.

- Assists with development of event timelines, operational plans, logistical coordination, and provides on-site support to ensure safe, well-organized, and successful events.
- Supports marketing and promotion of City-hosted events, including press releases, social media coordination, and community engagement to strengthen partnerships and enhance participation.
- Maintains accurate records of applications, permits, insurance certificates, contracts, and correspondence.
- Processes purchase orders, vendor agreements, and invoices, and assists with budget tracking and cost recovery documentation.
- Provides administrative and logistical support during events, coordinating with public safety personnel regarding staffing and emergency access.
- Conducts post-event documentation and compliance reviews, and recommends improvements to enhance efficiency, safety, and community engagement for future events.

EMPLOYMENT STANDARDS

Knowledge of:

- Principles and practices of event coordination and execution, including logistical and operational considerations for community events.
- Principles of public engagement, communication, and stakeholder coordination.
- Municipal permitting processes, regulatory compliance requirements, and related municipal codes and City policies.
- Risk management, insurance documentation, and verification procedures.
- Basic budgeting, cost recovery, and public agency procurement processes.
- Modern office practices, methods, software, and recordkeeping systems, including electronic tracking of permits, contracts, and correspondence.

Ability to:

- Interpret and apply municipal codes, City policies, and permit procedures consistently and accurately.



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- Manage multiple permit applications, event plans, and deadlines with a high degree of organization and attention to detail.
- Provide technical guidance and procedural assistance to event organizers, departments, and vendors.
- Communicate effectively and professionally, both verbally and in writing, with diverse stakeholders including City staff, community organizations, vendors, and the public.
- Establish and maintain collaborative working relationships across departments and external partners.
- Work independently within established guidelines while exercising judgment and initiative to resolve routine issues and escalate complex situations as needed.
- Compile and review operational and post-event data to assist in identifying opportunities for improving efficiency, safety, and community engagement.
- Coordinate and collaborate effectively across multiple City departments to resolve procedural or operational issues and ensure successful event outcomes.

Human Relations and Communications Skills

Requires frequent internal and external contacts to carry out organizational programs, explain specialized matters, or enforce laws, ordinances, policies, and procedures. May include occasional contact with higher-level officials requiring cooperation, explanation, and persuasion.

Analytical Skills and Complexity

Applies a variety of procedures, policies, and/or precedents and uses moderate analytical ability to adapt standard methods to specific facts and conditions.

Education and Experience

A typical way to obtain the required qualifications would be:

- Graduation from high school or possession of a General Educational Development (GED) certificate; and
- Two years of increasingly responsible experience in administrative or program support, such as event coordination, permit processing, recreation or community programming, or other public agency operations.

Public sector experience and Spanish language skills are desirable.



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LICENSES AND CERTIFICATIONS

Requires possession of a valid California Class C driver license, a satisfactory driving record.

PHYSICAL DEMANDS

Physical Requirements

Work regularly requires speaking and hearing; frequently requires standing, walking, and sitting; occasionally requires pushing, pulling, twisting, bending, stooping, kneeling, crouching, crawling, squatting, climbing, using hands or fingers, and reaching with hands and arms. Work requires frequent exertion of up to 10 pounds of force, and occasional exertion of up to 50 pounds of force.

Vision Requirements

Work has standard and night vision requirements.

Hearing Requirements

Hearing is required to perceive information at normal spoken-word levels.

Speech Requirements

Vocal communication is required for expressing ideas by means of the spoken word.

Sensory Requirements

Work requires preparing and analyzing written or computer data and operating motor vehicles.

Noise Level

Work is generally in a moderately noisy location (e.g. business office, light traffic).

Environmental Exposure

Work occasionally requires exposure to outdoor weather conditions and large crowds of people.

OTHER REQUIREMENTS

Attendance at evening, weekend, and holiday events or meetings is required.





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Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisor or by law.

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