HILLSBOROUGH COUNTY SHERIFF'S OFFICE
CHAD CHRONISTER, SHERIFF

Events Specialist

Job Code: W1378
Pay Grade: WL
Pay Scale: $24.95-$38.18 Hourly; $51,896.00-$79,414.40 Annually
Exempt: No

OVERVIEW

This position is responsible for the strategy, marketing, execution and performance of special events, group meetings and/or conferences including, but not limited to, philanthropic events, agency-wide employee events, and various other special events hosted by the Hillsborough County Sheriff's Office.

DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

- Coordinate services for events, such as accommodation and transportation for participants, facilities, catering, signage, displays, special needs requirements, and printing.
- Inspect event facilities to ensure that they conform to customer requirements.
- Evaluate and select providers of services according to requirements.
- Negotiate contracts with such service providers and suppliers such as hotels, convention centers, and speakers.
- Confer with staff at a chosen event site to coordinate details.
- Meet with sponsors and organizing committees to plan, scope and format events, to establish and monitor budgets, or to review administrative procedures and event progress.
- Plan and develop programs, agendas, budgets, and services according to requirements.Develop and manage layout for events and oversee proper assignments for vendors to include set up and break down of exhibits.
- Direct administrative details, such as financial operations, dissemination of promotional materials, and responses to inquiries.
- Organize registration of event participants.
- Design and implement efforts to publicize events and secure sponsorships.
- Review event bills for accuracy and approve payment.
- Arrange the availability of audio-visual equipment, transportation, displays, and other event needs.
- Maintain records of event aspects, including financial details.
- Monitor event activities to ensure compliance with applicable regulations and laws, satisfaction of participants, and resolution of any problems that arise.
- Hire, train, and supervise volunteers and support staff required for events.
- Conduct post-event evaluations to determine how future events could be improved.
- Read trade publications, attend seminars, and consult with other meeting professionals to keep abreast of meeting management standards and trends.
- Perform other related duties as required.

KNOWLEDGE & ABILITIES

- Working knowledge of principles and processes for providing excellent customer and personal services.

- Working knowledge of Sheriff's Office policies, procedures and services offered to the community.
- Working knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Working knowledge of business and management principles involved in strategic planning, resource allocation, leadership technique, production methods, and coordination of people and resources.
- Ability to apply constructive criticism from peers.
- Ability to operate in a fast-paced, dynamic environment and handle multiple events simultaneously.
- Ability to self-manage projects and interact with both internal and external personnel in a manner that helps create a dynamic, team-based culture.
- Ability to prioritize tasks, deal effectively with competing and changing priorities, and meet deadlines.
- Ability to be accurate, detail-oriented, and organized.
- Ability to influence others through explanation of facts, policies, and practices.
- Ability to work within the constraints of both Sheriff's Office guidelines and short timelines.
- Ability to work independently with general supervision.
- Ability to work in a high-stress environment.
- Ability and willingness to work day or night shifts or non-standard work hours/days.
- Ability and willingness to work outdoors in a subtropical climate in adverse weather conditions.

SKILLS

- Event Planning
- Event Supervision
- Organizational Planning
- Scheduling
- Coordinating Schedules

WORKING CONDITIONS

- Work within an office environment within a law enforcement agency.
- Stand/sit at a keyboard or workstation for prolonged periods.
- May engage in moderate physical exertion (e.g., lifting, carrying, pushing and/or pulling of objects and materials up to 25 pounds).
- Work standard business hours.
- May work non-standard hours including nights, weekends, and holidays.
- In the event of an emergency or disaster, may be required to respond promptly to duties and responsibilities as assigned by management chain, Division/District Commander, or the Sheriff (or their designee). Such assignments may be for before, during or after the emergency/disaster.

MINIMUM EDUCATION & EXPERIENCE

- A high school diploma or possession of a GED certificate.
- Five years of experience in planning special events, group meetings, and/or conferences.

OR

- An associate's degree from an accredited institution of higher education.
- Three years of experience in planning special events, group meetings, and/or conferences.

OR

- A bachelor's degree or higher from an accredited institution of higher education.
- Two years of experience in planning special events, group meetings, and/or conferences.

Additionally, the following is required:

- Work some nights, weekends, and holidays to support Sheriff's Office events.

REQUIRED PRE-EMPLOYMENT TESTING

- Completion of pre-employment testing.

ADDITIONAL JOB REQUIREMENTS

- Attendance at the specified Sheriff's Office work location is required.
- Depending on assignment, employees may be required to possess a valid Florida Driver License at time of employment. Driving history will be thoroughly reviewed and may be grounds for disqualification.
- No visible tattoos on face, head, and neck. Tattoos determined to take away from the professional appearance of the Sheriff's Office must be covered with an appropriate white, black, or neutral covering.
- No illegal drug sale within lifetime.
- No illegal drug use within the past 36 months. No marijuana use within the last 12 months.
- No felony convictions within lifetime.
- No misdemeanor convictions involving perjury, false statement, or domestic violence within lifetime.
- No dishonorable discharge from any branch of the United States Armed Forces, the United States Coast Guard, National Guard, or Reserve Forces.
- Successful completion of a background investigation including criminal, reference, employment, and neighborhood checks; polygraph; medical evaluation; and drug screening.
- Live within Hillsborough County or within Citrus, Hardee, Hernando, Lake, Manatee, Pasco, Pinellas, Polk, Sarasota, or Sumter County as long as the residence is located within the 60-mile parameter of Falkenburg Road Jail at the time of appointment/employment (certified only).

The duties and responsibilities on this job description represent the essential functions that an employee must be able to satisfactorily perform with or without reasonable accommodations. Reasonable accommodations shall be made upon request to enable employees with disabilities to perform the essential functions of their job, absent undue agency hardship. The Sheriff's Office retains the right to change or assign other duties to this job as necessary.

PREFERRED QUALIFICATIONS

- Possession of a degree in Hospitality Management or Marketing.
- Possession of certification as a Certified Meeting Professional (CMP), Certified Special Events Professional (CSEP), Certified Government Meeting Professional (CGMP) or equivalent.
- Proficiency with Microsoft Office Suite software to include Word, Excel and PowerPoint.