

Temporary Community Building Event Assistant

City of McPherson

Convention & Tourism Department

POSITION SUMMARY

Under the direction of the Community Building Supervisor, this temporary position helps to set up, coordinate, and plan new events & conventions for the McPherson Community Building. This position is responsible for working directly with the Community Building Supervisor & Community Building Administrative Assistant on events ranging from small group settings to citywide events. This position is classified as a temporary position with varied hours as scheduled and no more than 1,000 hours worked per year. Weekends and late hours will be required to help with special events if deemed necessary. This position is not eligible for other City benefits. Overall, the assistant must be friendly, organized, know how to prioritize, have basic administrative skills, be creative, be a team player, self-starter, self-motivated and be able to handle a very flexible schedule.

ESSENTIAL FUNCTIONS

- Assist with daily tasks during Community Building Events;
- Assist with setting up and tearing down Community Building Events including but not limited to moving tables and chairs where assigned;
- Able to work a very flexible schedule;
- Provide cleaning services as needed or assigned;
- Perform basic maintenance as assigned;
- Assists with basic administrative skills as assigned;

MARGINAL FUNCTIONS

- Follows department policies and procedures;
- Performs other duties as deemed necessary or assigned.

Classification

Quick View

<u>FLSA:</u>	NON-EXEMPT
<u>ADA:</u>	APPLICABLE
<u>FMLA:</u>	INELIGIBLE
<u>KPERS:</u>	INELIGIBLE
<u>OSHA:</u>	
	WORKING CONDITIONS:

**TEMPORARY COMMUNITY BUILDING EVENT ASSISTANT
POSITION REQUIREMENTS**

Experience: Similar or related experience is preferred. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within six months to one year of employment.

Education: A high school diploma or GED is required.

Technical Skills: This employee must be friendly, organized, know how to prioritize, have basic administrative skills, be creative, be a team player, self-starter, self-motivated and be able to handle a very flexible schedule.

Problem Solving: Very limited independent problem solving is involved in this position. This employee encounters problems with citizen questions and complaints. Serious problems are reported to the Community Building Supervisor.

Decision Making: Very limited independent decision-making is involved in this position. This employee makes decisions about providing citizen assistance and performing daily duties in the most efficient manner.

Supervision: This employee works with limited supervision from the Community Building Supervisor. This employee does not exercise any supervision over subordinate personnel.

Financial Accountability: This employee has no responsibilities for department resources. This employee does not participate in the annual budget process.

Personal Relations: Daily contact with the general public, co-workers, and supervisory personnel is expected.

Working Conditions: Working conditions are indoor and climate controlled.

Physical Requirements: Physical is required to perform the daily duties of this position. The ability to lift up to 60 pounds, move chairs, tables and provide cleaning services as necessary.

****The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.*