

Temporary Vegas PBS Event & Services Specialist

Position Details

Class Code: 9985

Job Family: Vegas PBS

Classification: Support Professional

Terms of Employment: Pay Grade N/A on the Support Professional Salary Schedule

FLSA STATUS: NON-EXEMPT

Position Summary

Under direct supervision, coordinates trips, concerts and events for fundraising purposes, proctor high stakes exams, conduct client follow-up and/or work cross departmentally to meet station needs. Provides personal attention and services to individuals on tours to maximize their comfort, health, and enjoyment.

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Provides clerical support including operation of word processing equipment.
2. Types letters, memos, bulletins, reports, and tables from rough drafts and/or composes and types, as instructed.
3. Proofreads reports, letters, and/or other documents.
4. Files letters, memos, bulletins, reports, and other paperwork.
5. Receives and transmits messages for administrators.
6. Opens, routes, and screens incoming mail.
7. Assists in the routing of large mailings.
8. Answers telephones and responds to inquiries, as instructed.
9. Manages travel excursions, concerts, and events including on-site coordination.
10. Performs client follow-up, scheduling, and generates reports.

11. Performs test proctoring duties, as assigned.
 12. Assists with student enrollment in online learning platform.
 13. Assists with event set up and manages details.
 14. May store and take care of supplies.
 15. May assist in counting inventory.
 16. May perform cashier duties.
 17. Conforms to safety standards, as prescribed.
 18. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Involves event planning and execution, with on-site coordination.

Knowledge, Skills, and Abilities (Position Expectations)

1. Ability to interpret and follow written and oral instructions.
 2. Ability to perform advanced mathematics.
 3. Ability to communicate orally and in writing.
 4. Ability to meet predetermined deadlines.
 5. Ability to perform physically demanding work.
 6. Ability to work flexible hours or shifts including nights and weekends.
 7. Ability to work cooperatively with employees, members, and vendors.
 8. Ability to recognize and report hazards and apply safe work methods.
 9. Ability to work in multiple database systems.
 10. Ability to work in Word, Excel, PowerPoint, and Outlook.
 11. Possess physical and mental stamina commensurate with the responsibilities of the position.
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Position Requirements

Education, Training, and Experience

High school graduation or other equivalent (i.e., General Education Development (GED), foreign equivalency, etc.).

Licenses and Certifications

1. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada. License must be maintained for the duration of the assignment.
2. Copy of current driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles at time of application or Qualified Selection Pool (QSP) placement and at time of interview prior to final selection.

* Current wage \$18.00/hr.

* This temporary position is not on the Support Professional Salary Schedule.

* There are no benefits attached to this position.

NOTE: Persons hired into this position will be permitted to work a maximum of 19.9 hours per week, not to exceed 720 hours per year in a 9-month assignment or a maximum of 19.9 hours per week, not to exceed 1039 hours per year in a 12-month assignment.

Preferred Qualifications

Event planning experience.

Document(s) Required at Time of Application

1. High school graduation or other equivalent (i.e., GED, foreign equivalency, etc.).
 2. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
 3. Copy of current driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles.
 4. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

Clark County School District - Vegas PBS.

Work Environment

Strength

Strength: Medium/heavy - Exerts force up to 50 lbs., frequently; or 10 lbs., constantly; or negligible force constantly.

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, crouching, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and to maintain concentration for an extended period of time. Vision: Frequent near acuity, occasional far acuity, and color vision. Vision to read printed materials and online, a Video Display Terminal (VDT) screen, and other monitoring devices.

Environmental Conditions

Climate-controlled office setting to work outdoors with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

Hazards

Frequent electrical shock hazards. Furniture, playground/office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

Examples of Equipment/Supplies Used to Perform Tasks

District-issued/personal vehicle, various computers and software applications, telephones, fax machines, copiers, etc.

AA/EOE Statement

This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, or national origin.

Job Revision Information

- Revised: 07/31/20
- Created: 07/31/20