

YUBA COMMUNITY COLLEGE DISTRICT

CLASS TITLE: PUBLIC EVENTS TECHNICIAN

BASIC FUNCTION:

Under the direction of the Public Information Officer or designee, promote and coordinate the public events programs for the District; assist with the development of press releases, ticket sales, graphics and other promotional activities; perform a variety of secretarial and clerical work to support assigned area; coordinate office systems and services of assigned area.

REPRESENTATIVE DUTIES:

Serve as liaison between the district and the public regarding public events; facilitate, prepare, and maintain master calendar for College theatre; coordinate and prioritize events, schedule and arrange rental of facilities/equipment as needed. Schedule special performances.

(E)

Process, monitor and assess legal contracts; prepare reports and send requested information to all music and theatre licensing companies that allow the district to publicly perform copyrighted material. Assure that all appropriate licensure agreements are adhered to and maintained. (E)

Coordinate, prioritize and prepare a variety of printed materials, flyers, brochures, newsletters, graphs and publications for public events. (E)

Oversee project production on designated projects including digital and print media materials for public events. (E)

Maintain statistical records and process documents involved in financial transactions including, deposit and processing of income and expenditures. Provide overall management of the box office and staff including general direction for cashier and ushers; scheduling of box office and usher personnel; working the role of box officer manager if they are unable to work an event. Prepare box office for each event, request cash bags; review ticket sales and income for each performance. Prepare employment confirmations and payroll time sheets for students and hourly employees as assigned. (E)

Provide clerical support for Public Events and Public Information including establishing and maintaining filing systems; receive, open and distribute mail; identify and refer matters to appropriate staff members; order and maintain office supplies and equipment; prepare and process purchase requisitions according to approved procedures. (E)

Coordinate events with the Public Information Officer, the Dean of Fine and Language Arts, and Music, Theatre and box office staff; work with the Dean, faculty, staff, the public, other district or campus officials, and the business community for public events. (E)

Draft and prepare a variety of correspondence, agendas, memoranda, minutes, and other materials; record and transcribe minutes for a variety of meetings as needed. (E)

Perform clerical duties for the Public Information Officer including copying, filing and reports. (E)

Perform other related duties as assigned.

KNOWLEDGE OF:

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Familiarity with word processing, graphics and desk top publishing
Design concepts, including illustration, type specification and color.
Standard visual communications techniques.
Advertising and promotional knowledge
Financial and statistical record keeping techniques
Modern office procedures and equipment
Correct English usage, grammar, spelling, punctuation, and vocabulary
Oral and written communication skills

ABILITY TO:

Utilize a computer and related software packages, scanner and other peripheral equipment.
Work independently with little direction maintaining confidentiality.
Perform secretarial and clerical duties with speed and accuracy
Establish and maintain effective working relationships with others
Monitor budgets and maintain financial records
Learn and apply district policies, rules, and regulations
Operate a variety of office equipment including computer terminal and various software programs
Understand and follow oral and written directions
Make arithmetic calculations quickly and accurately
Plan, organize, and prioritize work to meet schedules and deadlines
Communicate effectively both orally and in writing
Maintain records and prepare reports

EDUCATION AND EXPERIENCE:

Any combination equivalent to: an Associate's Degree plus three years experience in advertising/marketing and graphic design, supplemented by courses in secretarial skills, bookkeeping and two years of increasingly responsible secretarial and clerical experience.

ENVIRONMENT:

Office environment

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PHYSICAL ABILITIES:

Sitting and operating a keyboard to enter data into a computer terminal for extended period of time.

Dexterity of hands and fingers to operate a computer terminal, typewriter and standard office equipment

Bending at the waist to maintain files

Hearing and speaking to exchange information on the telephone or in person

Seeing to assure entries are recorded accurately

HAZARDS:

Extended viewing of computer monitor