



ANN #: 08-31

City of Sunny Isles Beach, Florida

NOTICE OF POSITION VACANCY

ISSUE DATE: July 25, 2008
CLOSING DATE: Until Filled
ELIGIBILITY: *Internal/External Applicants*
LOCATION: *Cultural & Human Services Dept.*

EVENT WORKER

- **Several (10) Regular Non-exempt Intermittent Vacancies (on call to work City events)**
 - **Hourly Rate of Pay: \$10.00**
 - **Anticipated Start Date: August / September 2008**
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DEFINITION:

This is specialized unskilled to semi-skilled work in support of a City-sponsored event or activity. Duties may vary depending on the event or activity and may include direct customer service, light janitorial work, event or activity reception work, and direct support of regular City staff; and performs related duties as assigned.

ESSENTIAL FUNCTIONS (not all inclusive):

Interacts courteously and tactfully with City employees and the general public. Answers the telephone, waits on the general public, provides information related to department and/or City as directed, prepares or assists in the preparation and/or distribution of City activity or event related paperwork, flyers, goods. Assists in activity or event set-up to include setting up chairs, tables, decorations, signs, and banners and their removal after the event.

At City activity or event, assists in receiving, sorting and distributing information; sells tickets and takes payment and makes change; may direct other event workers; may perform security duty; collects tickets and prevents non-ticketed admission; directs patrons to seats, restrooms, concession stands, etc. May be assigned to work at a City concession stand and prepare, serve, and sell food products and drinks. May monitor or direct group activities, crafts, or games. Cleans facilities and grounds during and after an event. May be responsible for keeping restroom supplies filled and keeping restrooms relatively clean.

May be required to direct vehicle operators to proper parking areas and may be required to collect parking fees. Promotes and represents the City to the public in a friendly, helpful, and professional manner. Performs related duties as assigned.

EDUCATION & EXPERIENCE MINIMUM QUALIFICATIONS: Some related work experience or any acceptable related combination of training and experience.

Special Requirements: Ability to pass a criminal background check and pre-employment physical.

PHYSICAL REQUIREMENTS: On a continuous basis, sit at desk and/or stand at counter for long periods of time. Frequently required to walk, see, hear and talk with the public and read presented documents. On occasion required to climb or balance, stoop, kneel, crouch, taste, or smell; Intermittently twist and reach; lift or carry weight regularly of 10 pounds and on occasion weight of up to 30 pounds. Specific vision required include close vision, color vision, peripheral vision, depth perception and ability to adjust focus.

BENEFITS: No City-paid benefits except those required by law.

TO APPLY: Submit a City Job Application or a letter of interest with a resume to the attention of Event Worker Search, Human Resources Dept., 18070 Collins Ave., Sunny Isles Beach, FL 33160 by the above closing date.

EQUAL OPPORTUNITY EMPLOYER/M/F/V/D/Drug Free Workplace/No Gifts—No Smoking Policy