

CITY OF GLENDALE

TITLE: Public Safety Events Scheduler CLASS CODE: 676

REPORTS TO: Police Lieutenant GRADE: 18

DEPARTMENT: Police FLSA: N

JOB DESCRIPTION DATE: October 31, 2006 cm

JOB SUMMARY

Coordinates multi-agency public safety staffing needs at events at the Glendale Arena and Stadium facilities. Schedules necessary public safety personnel and tracks related costs, revenues and fees within the special event budget.

ESSENTIAL FUNCTIONS

1. Communicates effectively with arena and stadium management to determine staffing needs for events; coordinates interagency orientation and staffing of stadium events.
2. Monitors stadium, arena and interagency contracts to insure compliance and proper billing.
3. Responds to public safety personnel requests regarding work assignments at the arena and stadium.
4. Assists with negotiations and prepares arena and stadium staffing event rosters; establishes and maintains a qualified overtime list for public safety.
5. Ensures compliance with City, State, and Federal regulations regarding Police at-will employees.
6. Electronically posts arena and stadium public safety opportunities on the City's internal shared drive.
7. Maintains a record of schedules and events, including staffing levels for each event.
8. Coordinates billing and tracks budget expenditures related to event staffing at the arena and stadium. Provides billing and payroll correspondence to other City departments and external organizations such the stadium and arena.
9. Tracks operational costs, revenues and fees generated by events within the special event budget.
10. Reviews invoices and makes billing corrections and journal entries through the Finance Department.
11. Maintains electronic spreadsheets on various accounts, vendors and events and produces reports as necessary. Creates custom spreadsheet reports utilizing varied formula's, unique to the Special Events Bureau.
12. Assists in developing automated processes and coordinates their implementation such as the Glendale Employee Tracking System (GETS) program.
13. Receives, investigates, and resolve officer-involved complaints.

SECONDARY FUNCTIONS

14. Performs other related duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES

Knowledge of:

- Federal and State compensation laws especially FLSA regulations
- Personal computer and Microsoft software such as Word, Access and Excel
- City of Glendale Human Resources Policies and Procedures
- Glendale Police General Orders
- Basic accounting and billing principles

Ability to:

- Understand necessary staffing levels for events and be able to schedule personnel based upon staffing needs
- Communicate effectively both orally and in writing
- Display courtesy and tact in dealing with the public and other personnel
- Communicate effectively and provide clear explanations and answers
- Follow oral and written instructions and established procedures
- Exercise discretion and judgment in dealing with sensitive and controversial issues
- Establish and maintain effective working relationships with public safety employees, other city personnel, arena and stadium management, external agencies and organizations and the general public
- Quickly and accurately obtain pertinent information

WORKING CONDITIONS

Most work is performed in an office setting. May require some visits to the Glendale Arena and Stadium.

MINIMUM QUALIFICATIONS

Three years of responsible secretarial or office support experience including demonstrated experience and proficiency with Microsoft Office application, supplemented by college-level course work in computer applications, accounting, billing, budgeting and/or office procedures.

Any equivalent combination of training and experience that provides the required knowledge, skills, and abilities, is qualifying.

SPECIAL REQUIREMENTS

Valid Arizona driver's license