

JOB DESCRIPTION
San Diego County Office of Education

EVENT MANAGEMENT ANALYST

Purpose Statement:

Under general supervision, the Event Management Analyst performs a range of specialized analytical and technical duties in support of event planning at SDCOE locations and provides technical project and event management assistance for SDCOE staff, districts, and other external clients.

Diversity Statement:

Because each person is born with inherent worth and dignity, and because equitable access and opportunity are essential to a just, educated society, SDCOE employee commitments include being respectful of differences and diverse perspectives, and being accountable for one's actions and the resulting impact.

Representative Duties:

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties.

Essential Functions:

- Runs queries, evaluates data, and creates analytic reports on key performance indicators and reports back to key stakeholders.
- Researches, evaluates, and recommends new tools and processes to create a consistent experience across all SDCOE events.
- Implements tools and processes by gathering requirements and feature requests, working with vendors, establishing internal and external billing protocols and training key stakeholders.
- Prioritizes requests for new tools/features and makes recommendations for implementation.
- Works directly with clients to determine event details to include set up and technology needs.
- Provides direction and coordinates with service providers to ensure event needs are met, coordinated, and/or modified appropriately.
- Supports partners with events and programs that are led by external agencies and benefit students or educators.
- Solicits and analyzes feedback from event organizers, participants, and vendors regarding their satisfaction to improve the quality of events.
- Creates informational guides and resources for SDCOE teams to use when planning their events.
- Facilitates arrangements such as facilities and supports personnel for County program participants to compete in regional, state, and national competitions.
- Monitors budgets and expenditures for events; maintains financial and other program and event records.

- Researches and recommends equipment modifications, replacements, and appropriate purchases.
- Coordinates maintenance of equipment with technical staff and tests equipment and configurations for optimum performance and adjusts as necessary.

Other Functions:

- Perform other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications:

Knowledge and Abilities:

KNOWLEDGE OF:

General knowledge of practical uses of technology-based resources in event planning;

General knowledge of best practices in project management and event planning;

Computers, peripherals, multimedia, audio/visual and video conferencing equipment, the internet, and a wide variety of software programs (such as word processing, database, desktop publishing, spreadsheet, executive presentation, webcast, etc.)

ABILITY TO:

Promote a human-centered culture that elevates the strengths of others creating a sense of belongingness;

Practice cultural competency while working collaboratively with diverse groups and individuals;

Pay attention to detail and maintain excellent follow-through;

Translate technical ideas to actionable project plans;

Utilize strong problem-solving skills;

Understand complex systems;

Schedule and organize multiple activities simultaneously;

Remain unflappable under pressure;

Communicate orally and in writing;

Facilitate the collaborative work of others;

Troubleshoot and resolve problems;

Apply the principles and practices of staff development and training;

Assess event needs and make appropriate training and technology-based recommendations;

Make decisions on procedural matters using good judgement within the scope of established policy;

Resolve sensitive issues and conflicts using tact and diplomacy;

Establish cooperative working business relationships;

Work effectively independently and as part of a team with minimum supervision

Organize and prioritize assigned work;

Maintain confidentiality of information;

Demonstrate attendance sufficient to complete the duties of the position as required;

Complete routine tasks thoroughly, accurately, and with attention to detail.

Working Environment:

ENVIRONMENT:

Duties are typically performed in an office setting or on location at special event venues. Travel to school districts and external client locations is a regular part of this assignment. May be designated in an alternate work setting using computer-based equipment to perform duties.

PHYSICAL ABILITIES:

Must be able to hear and speak to exchange information; see to perform assigned duties; sit or stand for extended periods of time; possess dexterity of hands and fingers to operate computer and other office equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files; lift light objects. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Education and Experience:

Education: A bachelor’s degree with a major in communications, journalism, marketing, information technology, business administration, or closely related field, and

Experience: Five (5) years of experience working in a technology- or communications-related environment, including two (2) years of experience scheduling, organizing and facilitating multiple activities and events requiring considerable contact with individuals and organizations. Experience working with student and teacher technology guidelines and requirements within an educational environment is desirable. Or:

Equivalency: A combination of education and experience equivalent to bachelor’s degree with a major in communications, journalism, marketing, information technology, business administration, or closely related field, and five (5) years of experience working in a technology- or communications-related environment, including two (2) years of experience scheduling, organizing and facilitating multiple activities and events requiring considerable contact with individuals and organizations.

Required Testing

N/A

Certificates, Licenses, Credentials

Valid California Driver’s License

Continuing Educ./Training

N/A

Clearances

Criminal Justice Fingerprint/Background Clearance
Physical Exam including drug screen
Tuberculosis Clearance

FLSA Status: Non-Exempt

Salary Grade: Classified Support Salary Schedule, Grade 058

Personnel Commission Approved: Oct. 18, 2023

Revised: N/A