

Temporary Vegas PBS Event & Services Specialist

Position Details

Class Code: 9985

Job Family: Broadcast/Communications

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 fundraising trips, concerts, and events, proctors high-stakes exams, conducts client follow-up and/or works cross-departmentally to meet needs of Vegas PBS. 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 word processing.
2. Composes letters, memos, bulletins, reports, and tables from rough drafts, as instructed.
3. Proofreads reports, letters, and 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 routing 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 report generation.
 11. Performs test proctoring duties, as assigned.
 12. Assists with enrolling students 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 cashiering duties.
 17. Conforms to safety standards, as prescribed.
 18. Performs other tasks related to the position, as assigned.
-

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 verbal instructions.
 2. Ability to perform advanced mathematics.
 3. Ability to communicate verbally 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, station 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 Microsoft Word, Excel, PowerPoint, and Outlook.
 11. Possess physical and mental stamina commensurate with the responsibilities of the position.
-

Position Requirements

Education, Training, and Experience

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

Licenses and Certifications

A valid driver's license or state-issued identification card.

* 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 1039 hours per year in a 12-month assignment.

Preferred Qualifications

Event planning experience.

Document(s) Required at Time of Application

1. Copy of a valid driver's license or state-issued identification card.
 2. High school transcripts or other equivalent (i.e., GED, foreign equivalency, etc.)
 3. Specific documented evidence of training and experience to satisfy qualifications.
-

Examples of Assigned Work Areas

Clark County School District - Vegas PBS.

Work Environment

Strength

Medium/heavy - exert force up to 50 lbs., frequently; or up to 10 lbs., 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 maintain concentration for an extended period of time. Vision: Frequent near acuity, occasional far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

Environmental Conditions

Varies from a 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

Various computers and software applications, telephones, fax machines, copiers, etc.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 06/02/23
- Created: 07/31/20