



**CLARK COUNTY  
DEPARTMENT OF PARKS & RECREATION**

2601 E Sunset Road  
Las Vegas, NV 89120 (702) 455-8200  
[www.ClarkCountynv.gov/parks](http://www.ClarkCountynv.gov/parks)

**Part-Time Employment  
For the position of: Management Assistant – Event Coordinator  
Location: Varies**

Contact: Travis Smith, Program Supervisor  
702-455-8170 | [PRSpecialEvents@ClarkCountyNV.gov](mailto:PRSpecialEvents@ClarkCountyNV.gov)

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**SALARY:**

\$18.00 - \$20.00 Hourly

**OPENING DATE:** September 2023

**CLOSING DATE:** Continuous

**DESCRIPTION OF DUTIES:**

- Manage correspondence via phone, email, and social media messaging.
- Process payments using designated computer systems.
- Research, select, and procure specialty products and coordinate any special needs.
- Assist with preparation of Purchase Requests and contracts, and tracking of POs as needed.
- Assist with event layouts and event element placements.
- Request Fire Permits and Certificates of Liability in conjunction with contracted events.
- Network in the industry to expand vendor base, research new vendors, and manage vendor selection.
- Research and procure talent, negotiate offers, draft contracts, and execute riders.
- Apply for necessary event permits, such as fire and health and coordinate inspections.
- Safeguard company assets within the department.
- Set up tables and chairs as needed for events, meetings, and banquets.
- Move and rearrange furniture.
- Assist with event set-up and strike/clean up as needed.
- Assist with event check-ins as needed.
- Operate Clark County vehicles and golf carts.
- May be required to perform tasks outside of specific scope of work as assigned.

**MINIMUM QUALIFICATIONS:**

**Required Skills/Abilities:**

- Ability to read, write and communicate.
- Ability to do simple math.
- Ability to exercise sound judgment.
- Ability to work any hours including nights and weekends.
- Ability to multi-task and work well under pressure.

**Education/Experience:**

- Previous customer service and event/entertainment experience preferred.
- Basic knowledge of Microsoft Word, Excel, Outlook, and Adobe Acrobat preferred.
- Clark County Defensive Driving training (within 60 days of employment)

**Clark County Is An Equal Opportunity Employer**

**Physical Requirements:**

- Mobility to work in a typical office or facility setting and use standard office equipment.
- Physically able to climb stairs.
- Ability to stand or sit for prolonged periods of time.
- Ability to work in an environment that can be cold, hot, noisy, smoky, damp, dimly lit, or illuminated.

**Background Investigations:**

Employment is contingent upon the results of a background investigation, fingerprinting, and pre-employment drug testing.

Part-time employment will not lead to permanent employment. Part-time employees do not receive benefits.

**APPLICATION PROCESS:**

Applications can be picked up at any Parks & Recreation facility or can be downloaded at [https://www.clarkcountynv.gov/government/departments/parks\\_recreation/services/employment.php](https://www.clarkcountynv.gov/government/departments/parks_recreation/services/employment.php)