



AGENDA COVER MEMO

Memorandum Date: 8/4/2025

Order Date: 8/26/2025

TO:	Board of County Commissioners
DEPARTMENT:	Human Resources
PRESENTED BY:	Eliza Kashinsky, Sr. HR Analyst, Classification & Compensation
AGENDA ITEM TITLE:	IN THE MATTER OF ESTABLISHING THE EVENTS COORDINATOR, SENIOR CLASSIFICATION AND CORRESPONDING PAY GRADES, AND APPROVING REVISIONS TO THE EVENTS COORDINATOR AND MARKETING ASSISTANT CLASSIFICATIONS.

I. MOTION

Move to approve order 25-08-26-XX In the Matter of Establishing the Events Coordinator, Senior Classification and Corresponding Pay Grades, and Approving Revisions to the Events Coordinator and Marketing Assistant Classifications.

II. AGENDA ITEM SUMMARY

The Department of Public Works has identified a need to establish a Senior level of the Events Coordinator classification, to be responsible for the coordination of more complex events and activities and serve as a lead among Events Coordinators. Language updates are also being made to the related Events Coordinator and Marketing Assistant classifications in order to ensure consistency between the classifications and distinguish the levels of responsibility.

III. BACKGROUND/IMPLICATIONS OF ACTION

A. Board Action and Other History

On June 25th, 2008, the Board adopted Order No. 08-06-25-14, in which the Board of Commissioners assumed control over the Lane County Events Center and

Fairgrounds for all purposes except for the planning and production of the annual Lane County Fair, including personnel management systems. Lane Events Center employees were assigned to non-represented classifications.

On August 21st, 2010, the Board approved the creation of the Lane Events Center Events Coordinator (C055), along with several other events center related classifications, as AFSCME-represented classifications.

On April 25th, 2012, the Board approved the establishment of the Lane Events Center Marketing Assistant classification.

B. Policy Issues

Lane Code 2.020.025 states that “The Board shall cause to be prepared and shall adopt a position classification plan.... The Board may modify the classification plan by creating or eliminating classifications.”

Lane Manual 2.220 (3)(a) states that “the compensation plan for County personnel shall provide reasonably competitive ranges of pay for each classification of employment” and that “the Board may make adjustments in a salary range or ranges as necessary to attract and hold competent personnel and to provide equity between the various classifications.”

Under the Charter (Section 25), the Lane Code (2.265) and Lane Manual (2.235), the Board sets the compensation plans for the County.

C. Board Goals

The establishment of and updating of the classifications is in alignment with the strategic priority goal to “support our employees, systems, and organizational health so that County residents can experience a more effective government.”

D. Financial and/or Resource Considerations

There is no immediate financial consideration for this change. No positions are being reclassified into the Events Coordinator Senior classification as part of this action. Any associated costs will be addressed through usual budgetary processes.

E. Health Implications

There are no known health implications.

F. Analysis

As the Lane Events Center has begun hosting more complex events with more advanced requirements surrounding policies and processes, Public Works has identified a need for a lead/senior level Events Coordinator classification. The Events Coordinator, Senior, would be able to exercise functional and technical supervision over other staff, provide training, and provide coordination and

vendor/client management for larger events, or events with atypical or complex requirements. The Events Coordinator, Senior, would be placed at grade 29 (\$27.38-\$36.60), which is four grades (roughly 10%) above the Events Coordinator and maintains a consistent and appropriate differential between journey and senior level classifications.

The Events Coordinator and Marketing Assistant classifications have not been revised in over a decade. The changes proposed clarify the relationship between these classifications and the Senior level classification, correct typos and make minor language changes, and removes specific references to the Lane Events Center/Fair which are a hold-over from when the Lane Events Center had a separate personnel management system. No change to the compensation for these classifications is proposed.

Human Resources (HR) Staff met with AFSCME representatives, who agreed to the new classification and changes to the existing classifications.

G. Alternatives/Options

1. Approve the establishment of the Events Coordinator, Senior, and adopt the proposed salary grade, and approve the modifications to the Events Coordinator and Marketing Assistant classifications.
2. Deny the creation of the classification and salary grade, and the modifications to the classifications.

IV. RECOMMENDATION

HR staff recommends approving the establishment of the Events Coordinator, Senior classification, and the indicated salary grade, and approving the modifications to the Events Coordinator and Marketing Assistant classifications.

V. TIMING/IMPLEMENTATION

Upon Board approval, HR staff will enter the new classification and modifications to the existing classifications into relevant databases and information systems. Vacant positions may be reclassified as Events Coordinator, Senior, as appropriate, using existing County processes for vacant reclassifications.

VI. FOLLOW-UP

There is no anticipated follow-up needed.

VII. ATTACHMENTS

- A. Board Order 25-08-26-XX
- B. Events Coordinator, Senior Classification Specification
- C. Events Coordinator Classification Specification
- D. Marketing Assistant Classification Specification

BEFORE THE BOARD OF COMMISSIONERS OF LANE COUNTY, OREGON

ORDER NO: 25-08-26-XX

In the Matter of Establishing the Events Coordinator, Senior Classification and Corresponding Pay Grades, and Approving Revisions to the Events Coordinator and Marketing Assistant Classifications

WHEREAS, Human Resources has completed an analysis of the Events Coordinator and Marketing Assistant classifications; and

WHEREAS, it is the intent of Lane County to establish a senior-level Events Coordinator classification; and

WHEREAS, classification specifications require occasional revision and updating to ensure they remain accurate and reflect current duties and responsibilities; and

WHEREAS, it is the intent of Lane County to establish associated competitive pay grades within the American Federation of State, County and Municipal Employees salary ranges.

NOW, THEREFORE, the Board of County Commissioners of Lane County **ORDERS** as follows:

1. The establishment of the Events Coordinator, Senior classification with the associated pay grade of AFS 029 (\$27.38-\$36.60)
2. The approval of revised classification specifications for the Events Coordinator (Job Code C055) and Marketing Assistant (Job Code C057.)

ADOPTED this 26 day of August 2025.

David Loveall, Chair
Lane County Board of Commissioners



LANE COUNTY
C0XX
Established 08/21/10

EVENTS COORDINATOR, SR.

CLASS SUMMARY: To perform a variety of specialized administrative and technical work related to the planning and oversight of large and complex events, festivals, conventions, fairs, and/or shows; to perform office support duties; and to perform other related duties as assigned.

CLASS CHARACTERISTICS: This is the advanced journey level classification in the Events Coordinator series. Positions at this level are distinguished from other classes within the series by the ability to exercise technical and functional supervision over other staff and performs duties related to more complex events and activities. The primary function of this position is to perform event coordination as a support service for County event venues and/or large County events. Incumbents in this classification assist with the administrative and technical phases of administrative functions at County event and performance venues, or for large County events.

SUPERVISION RECEIVED: Receives general supervision from assigned supervisory and management personnel. Provides technical and functional supervision to other employees, including Events Coordinators, interns, and extra help working at large events.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

1.	Provides functional and technical supervision to assigned Events Coordinators, as well as extra help working at large events.
2.	Corresponds with internal and external clients and programs, collects/organizes event details including space needs assessment, competitive events, equipment needs and set up, electrical specifications, security and staffing details, food and beverage selections, etc.; communicates with other essential department staff such as events operations and catering; creates event diagrams/layouts. Leads the coordination of larger events, events with atypical or complex requirements, or new events/clients.
3.	Supports new event clients and programs with understanding of County facility policies, procedures, processes, and resources. Ensure that clients understand and follow facility, event, and County policies.
4.	Interfaces with catering and concessions staff regarding event location, menu selection, service options, service schedule, and catering equipment needs and set up, alcohol service, per cap analysis for both food and beverage services. Analyzes alcohol operations, works with food and beverage operators to create security and staffing plans to ensure patron safety and facility adherence to all Oregon Liquor Control Commission (OLCC) rules and regulations.

LANE COUNTY

Lane Events Center Events Coordinator (Continued)

5.	Analyzes and coordinates security and staffing plans for each event, including evaluating security/staffing needs inside the buildings, surrounding the premises, restroom monitors, etc.
6.	Maintains & customizes event-related software for tracking all events on County property from start to completion. This includes logging of daily communications with clients, vendors and contractors, creating and producing event reports, revenue produced vs. revenue projections in building, equipment, staffing, and catering revenue.
7.	Backs up event sales when sales professional is unavailable; suggests potential events for sales professional to pursue; identifies opportunities to upsell facility features.
8.	Tracks and maintains client lists, including overdue balance lists.
9.	Assists with the creation and customization of events in accordance with industry standard. Conducts market research on comparable facilities and/or programs and current trends in event planning/management; has continued awareness of local, regional and national events.
10.	Assists with the coordination of the County Fair and/or large events which include: working with commercial and food vendors, assisting with booth layouts, database management, power/equipment needs/requirements, active solicitation of additional vendors; creation of accompanying documentation centering around event rules, regulations, health and fire code; vendor sales reporting/auditing and parity pricing.
11.	Provides administrative support, which includes: preparing and proofing reports, notices, and correspondence; attending meetings; overseeing and maintaining office filing system; prescreening and sorting mail; monitoring phones; greeting and assisting walk-in patrons/clients; writing receipts; selling permits; and other clerical duties.
12.	Confers with department officials and assists in administrative procedures specific to program event functions and/or Fair.
13.	Analyzes and develops office methods, reports, procedures, manuals, and forms relative to the delivery of event details to event operation staff and catering teams.
14.	May perform financial support activities for a division or work unit including assisting with the division or work unit budget preparation and administration; may track and monitor expenditures. Projects revenue for specific events, event facilities, equipment, catering and concessions, event commercial and food vendors.
15.	Develops recommendations for improvement of procedures and coordination of division or work unit functions.
16.	Participates in the preparation and administration of contracts.
17.	Conducts special projects related to division or work unit administrative services upon request.

LANE COUNTY
Lane Events Center Events Coordinator (Continued)

18.	Coordinates Adherence to Fire Codes as prescribed by Fire Marshals and Building Codes during events.
19.	Serves as onsite point of contact on weekends as needed for specific events.

Knowledge of (position requirements at entry):

- Event planning, including: logistics preparation, seating/tabling arrangements, ticket sale procedures, manifests, ingress/egress safety requirements.
- Catering procedures for large groups and Oregon Liquor Control Commission requirements.
- Principles of sales.
- Modern office procedures, methods and computer equipment.
- Data collection techniques.
- Event-related and customer relationship management software.
- Principles of crowd control and management.
- Basic understanding of building codes.
- Correct English usage, spelling, grammar and punctuation.
- Basic financial and statistical record-keeping practices.
- Relevant policies and procedures.

Skills in (position requirements at entry):

- Establish and maintain effective working relationships with those contacted in the course of the work.
- Coordinate the management of events.
- Arrange for security at different events and shows.
- Coordinate traffic patterns at different events.
- Understand, interpret, and apply department and program rules, procedures and policies with good judgment, while carrying out a variety of technical and administrative support duties.
- Analyze situations and adapt an effective course of action.
- Coordinate a variety of administrative and staff support functions.
- Prepare and maintain a variety of records.
- Operate a variety of office equipment, including calculators, copiers, and computer terminal.
- Assemble data and prepare summaries, analysis, recommendations, and reports.
- Provide a variety of program and policy information to the public and County staff.
- Serve as a liaison and coordinate with the public and other public agencies including Fire Marshals, City and County Officials.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.
- Evaluate and prioritize workload.
- Work independently and as a team player.
- Provide effective functional/technical supervision over designated staff.

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Lane Events Center Events Coordinator (Continued)

Training and Experience (positions in this class typically require):

Equivalent to the completion of the twelfth grade. At least two years of college level training in marketing/public relations/business or event management is desired, supplemented by course work in business, personnel or public administration or a related field. Four years of responsible experience in the coordination of events. An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.

Licensing Requirements (positions in this class may require):

If required to drive, must be in possession of a valid driver's license at time of application, and a valid Oregon Driver's license by the time of appointment.

The ability to obtain and maintain a First Aid/CPR Certificate within 6 months of date of hire.

NOTE: This position is represented by AFSCME Local 2831.

Classification History:

Classification C055 Lane Events Center Events Coordinator established 08/21/10 per Board Order 10-8-25-1. This is an AFSCME represented classification.

Replaces N7011 Administrative Support Assistant – Events Coordinator (a non-represented classification), established 12/10/08 per Board Order 08-12-10-7.

FLSA Status: Non-Exempt



LANE COUNTY
C055
Established 08/21/10

LANE EVENTS CENTER-EVENTS COORDINATOR

CLASS SUMMARY: Under supervision, to perform a variety of specialized ~~Lane Events Center~~ administrative and technical work related to the planning and oversight of ~~e~~Events, festivals, conventions, fairs, and/or shows ~~at the Lane County Events Center/Fairgrounds, Ice Arena and Lane County Fair~~; to perform office support duties; and to perform other related duties as assigned.

CLASS CHARACTERISTICS: This is the journey level classification in the Events Coordinator series. Positions at this level are distinguished from the Events Coordinator, Sr. in that the latter may exercise technical and functional supervision over other Events Coordinators staff and performs duties related to more complex events and activities. The primary function of this position is to perform event coordination as a support service ~~to the Lane County Events Center/Fairgrounds, Ice Arena, and Lane County Fair~~ for County events, performance venues and/or large County events. Incumbents in this classification assist with the basic administrative and technical phases of ~~administrative functions at the Lane County Events Center/Fairgrounds, Ice Arena, and Lane County Fair~~ County events and performance venues, or for large County events.

SUPERVISION RECEIVED: Receives general supervision from assigned supervisory and management personnel. May p~~rovides~~ technical and functional supervision to other employees.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

1. ~~Corresponds with Lane Events Center~~ internal and external clients and programs, collects/organizes event details including space needs assessment, competitive events, equipment needs and set up, electrical specifications, security and staffing details, food and beverage selections etc.; communicates with other essential department staffs such as events operations staff and catering; creates event diagrams/layouts.
2. Interfaces with catering and concessions staff ~~on a daily basis~~ regarding event location, menu selection, service options, service schedule, and catering equipment needs and set up, alcohol service, per cap analysis for both food and beverage services. Analyzes alcohol operations, works with food and beverage operators to create security and staffing plans to ensure patron safety and facility adherence to all Oregon Liquor Control Commission (OLCC) rules and regulations.
3. Analyzes and coordinates security and staffing plans for each event including evaluating security/staffing needs inside the buildings, surrounding the premises, restroom monitors, etc.
- 4.

LANE COUNTY

Lane Events Center Events Coordinator (Continued)

	Maintains & customizes EventPro <u>event data in related</u> software database for tracking all events on the grounds <u>County property</u> from start to completion. This includes logging of daily communications with clients, vendors and contractors, creating and producing event reports, revenue produced vs. revenue projections in building, equipment, staffing, and catering revenue.
5.	Backs up event sales when sales professional is unavailable; suggests potential events for sales professional to pursue; identifies opportunities to upsell facility features to further benefit the Events Center/Fair.
6.	Assists with the creation and customization of events at the Lane Events Center in accordance with industry standards. Conducts market research on comparable facilities and/or programs and current trends in event planning/management; has continued awareness of local, regional and national events.
7.	Assists with the coordination of the County F <u>air</u> and/or other events which include: working with commercial and food vendors, assisting with booth layouts, database management, power/equipment needs/requirements, active solicitation of additional vendors; creation of accompanying documentation centering around Fair event rules, regulations, health and fire code; vendor sales reporting/auditing and parity pricing.
8.	Provides administrative support, which includes: preparing and proofing reports, notices, and correspondence; attending meetings; overseeing and maintaining office filing system; prescreening and sorting mail; monitoring phones; greeting and assisting walk-in patrons/clients; writing receipts; selling RV permits, and other <u>clerical duties</u> .
9.	Confers with department officials and assists in administrative procedures specific to program event functions and or Fair.
10.	Analyzes and Assists in develop <u>ings</u> office methods, reports, procedures, manuals, and forms relative to the delivery of event details to event operation staff and catering departments <u>teams</u> .
11.	May perform financial support activities for a division or work unit including assisting with the division or work unit budget preparation and administration; may track and monitor expenditures. Projects revenue for specific events, event facilities, equipment, catering and concessions, Fair event commercial and food vendors.
12.	Develops recommendations for improvement of procedures and coordination of division or work unit functions.
13.	Participates in the preparation and administration of contracts.
14.	Conducts special projects related to division or work unit administrative services upon request.
15.	Coordinates a <u>Adherence to f</u> Fire c <u>Codes</u> as prescribed by Eugene Fire Marshals and b <u>Building</u> c <u>Codes</u> during events .

LANE COUNTY
Lane Events Center Events Coordinator (Continued)

Knowledge of (position requirements at entry):

- Event planning, including: logistics preparation, seating/tabling arrangements, ticket sale procedures, manifests, ingress/egress safety requirements.
- Catering procedures for large groups and ~~Oregon Liquor Control Commission~~OLCC requirements.
- Principles of sales.
- Modern office procedures, methods and computer equipment.
- Data collection techniques.
- ~~EventPro or other comparable e~~Event-related and customer relationship management software.
- Principles of crowd control and management.
- Basic understanding of building and fair codes.
- Correct English usage, spelling, grammar and punctuation.
- Basic financial and statistical record-keeping practices.
- Relevant policies and procedures.

Skills in (position requirements at entry):

- Coordinate the management of events.
- Arrange for security at different events and shows.
- Coordinate traffic patterns at different events.
- Understand, interpret, and apply department and program rules, procedures and policies with good judgment, while carrying out a variety of technical and administrative support duties.
- Analyze situations and adapt an effective course of action.
- Coordinate a variety of administrative and staff support functions.
- Prepare and maintain a variety of records.
- Operate a variety of office equipment, including calculators, copiers, and computer terminal.
- Assemble data and prepare summaries, analysis, recommendations, and reports.
- Provide a variety of program and policy information to the public and County staff.
- Serve as a liaison and coordinate with the public and other public agencies including ~~the~~ Fire Marshals, City and County Officials.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.
- Evaluate and prioritize workload.
- Work independently and as a team player.

Training and Experience (positions in this class typically require):

Equivalent to the completion of the twelfth grade. At least two years of cCollege level training in marketing/ public relations/business or event management is desired, supplemented by course work in business, personnel or public administration or a related field. ~~Bachelor's degree is preferred.~~ Two years of responsible experience in the coordination of events. An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.

LANE COUNTY
Lane Events Center Events Coordinator (Continued)

Licensing Requirements (positions in this class may require):

If required to drive, must be in possession of a valid driver's license at time of application, and a valid Oregon Driver's license by the time of appointment.

The ability to obtain and maintain a First Aid/CPR Certificate ~~preferred or the ability to obtain~~ within 6 months of date of hire, ~~and to maintain~~.

NOTE: This position is represented by AFSCME Local 2831.

Classification History:

Classification C055 Lane Events Center Events Coordinator established 08/21/10 per Board Order 10-8-25-1. This is an AFSCME represented classification.

Replaces N7011 Administrative Support Assistant – Events Coordinator (a non-represented classification), established 12/10/08 per Board Order 08-12-10-7.

FLSA Status: Non-Exempt



LANE COUNTY
C057
Established 04/27/12

~~LANE EVENTS CENTER~~ MARKETING ASSISTANT

CLASS SUMMARY: The purpose of this position is to work in support of the public information, communication, advertising and marketing efforts for a County program or project of the Lane Events Center Facilities and the Lane County Fair. ~~Included but not be limited to coordinating all media, public relations and entertainment support for the Lane Events Center Facilities and the Lane County Fair.~~

SUPERVISION RECEIVED: Receives general supervision from management staff. May provide technical/functional supervision over assigned clerical and technical staff.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

1. Assists and/or serves as a back-up in the function of marketing and promotional liaison to Event ~~Promoters~~ Coordinators and media contacts.
2. Maintains thorough knowledge of local media sources (radio, television, print, etc.) and price structures.
3. Coordinates public relations and marketing with management to effectively promote and market the facilities or program activities.
4. Assists in coordinating interviews, ~~and~~ appearances, etc. with program participants, entertainers and facility representatives for all departmental media requests.
5. Coordinates media credentialing for events, schedules and coordinates responses to requests for interviews and other related media requests.
6. Assists management in the development of promotional events and marketing campaigns designed to maximize public relations efforts on behalf of the ~~center and its programs~~.
7. Monitors, tracks and verifies invoices related to general marketing and advertising of the program, facility, specific events, ~~Fair~~ and general marketing supplies. Assembles and organizes invoices, tear sheets, etc. for audit and settlement.
8. Assists in the design and development of marketing materials for ~~the Lane Events Center and the Lane County Fair~~ programs and events.
9. Maintains and assists in the development of ~~Lane Events Center and Lane County Fair~~ program websites/mobile sites and ~~Ssocial Mmedia, and e~~ Ensures that posted information is updated and representative of the desired image of the facility and all events. ~~Researches~~ Evaluates and updates website design in general as it relates

LANE COUNTY
LEC Marketing Assistant (Continued)

10.	to other facilities and Fair <u>similar programs</u> . Social media responsibilities currently include but not limited to Facebook, <u>Instagram</u> , blogs, You-Tube, Twitter, etc.
	Assists with administration of contracts for various projects.
11.	Assists in the scheduling of local, regional and national entertainers, <u>program presenters, or similar performers</u> , for the Lane County Fair .
12.	Assists in the creation, design and execution of <u>large events and public activities</u> , including the Lane County Fair layout, equipment order and other related functions, including but not limited to, commercial exhibits, food vendors, entertainment, and other exhibits /attractions.
13.	Assists in determining the location and number of promotional billboards, banners and other specialty items <u>as necessary for the program/event</u> .
14.	Sets up and maintains a variety of files <u>and data in related software</u> .
15.	Prepares, reviews, and proofs publicly released documents for accuracy; makes necessary corrections; sorts and files documents and records.
	<u>Obtains and distributes</u> Distribute and pick up a variety of materials.
16.	Assists in training Fair office clerical and part-time personnel.
17.	Performs a variety of specialized duties related to the functions of the m Marketing and s Sales Department .
18.	Arranges and coordinates the reproduction of department <u>or program</u> materials; lists, abstracts, or summarizes data; prepares basic statistical reports.
19.	Assists in the creation of post event reports, presentations, etc.
20.	Assists in the coordination of all video and photo production pertaining to the Lane County Fair <u>program</u> including but not limited to grounds and aerial photography.
21.	May be required to assist in <u>typical-general</u> office administrative functions including reception, filing, data entry, and document preparation as needed.
22.	

Knowledge of (position requirements at entry):

- Correct grammar, vocabulary and spelling.
- Basic principles and practices of public relations, marketing, advertising promotional activities, and techniques.
- Marketing and advertising terminology used when communicating with ad agencies, media buyers/ad reps, sponsors, etc.
- Local, regional and national entertainment booking techniques and timelines.

- Basic event coordination and organization techniques and practices.
- Arithmetic, filing and record-keeping procedures.
- Current social media platforms and marketing venues.
- Modern office procedures, methods, and computer equipment.

Ability to (position requirements at entry):

- Use basic Wweb Design design and content software.
- Apply Ssocial Mmedia communication methods and techniques ~~and other specialized social media marketing venues such as Facebook, Twitter, Blogs, You Tube etc.~~
- Use of ~~popular and specialized computer driven processing programs software for graphic design, website development, and photo/video editing. such as Apple iMac Computers, Aperture Photos Software and Pages Software.~~
- Represent the Facility and the Fair program in a positive and professional manner.
- Communicate clearly and effectively with public, staff, eEvent promoters, outside contractors, entertainers, and media under time sensitive conditions
- Maintain cooperative and effective relationships with intra-and inter-departmental personnel, as well as any external entities ~~with which position interacts.~~
- Use initiative in making recurring decisions regarding marketing and social media design and alert supervisor to problem any issues or unfamiliar situations.
- Work competently with computer software for the purposes of designing, creating and maintaining department materials, websites, social media, etc.

Training and Experience (positions in this class typically require):

~~Equivalent to a Bachelor's degree from an accredited college or university with major course work in computer science or a related field.~~ Associates degree in Marketing, Media Design, Event Management, Business Administrative, or closely related field. Two-year's experience in events planning, fairs and festivals, and/or conventions, marketing, media, public relations or a related field. An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.

Licensing Requirements (positions in this class may require):

~~Must have a valid Oregon Driver's License or the ability to obtain one within 6 months of hire.~~
Must be in possession of a valid driver's license at time of application, and a valid Oregon Driver's license by the time of appointment.

NOTE: This position is represented by AFSCME Local 2831.

Classification History:

FLSA Status: Non-Exempt.