

JOB DESCRIPTION

Job Title: Conference & Events Specialist (9601)

Job Summary:

Under general supervision and direction of the Tulare County Superintendent of Schools and/or designee, serve as the primary liaison for facility scheduling, usage agreements, events, and operational needs by coordinating with Tulare County Office of Education (TCOE) departments, school districts, community organizations, public agencies, vendors, and facility users. This position is responsible for monitoring facility use compliance, coordinating event logistics, planning large events, coordinating meetings and conferences, providing support to the administration and communications team, and collaborating with information systems, operations, and general services on a variety of projects.

Essential Duties:

- Coordinate scheduling, reservations, and use of TCOE facilities, meeting spaces, and resources.
- Collaborate with staff, school districts, community partners, vendors, and event organizers to support facility operations and events.
- Process and maintain facility use applications, agreements, permits, insurance records, fees, and related documentation.
- Coordinate event logistics and facility setups with maintenance, custodial, technology, and other support teams.
- Develop and maintain facility schedules, databases, records, and communications.
- Maintain inventory of conference assets including but not limited to stage, linens, pipe and drape, photo booth, lighting, podium, tables, and chairs.
- Facilitate stakeholder meetings and communications to ensure successful facility operations and event execution.
- Track, process, and reconcile invoices, payments, and facility use fees as assigned.
- Maintain database and coordinate scheduling of food and product vendors including caterers and food trucks for facility projects and events.
- Respond to inquiries regarding facility availability, operations, policies, and procedures.
- Monitor facility use activities, identify operational issues, and coordinate appropriate follow-up actions.
- Coordinate and support workshops, conferences, meetings, and special events held at TCOE facilities.
- Perform complex administrative and technical support duties requiring independent judgment, accuracy, and confidentiality.
- Provide customer service by answering phones, greeting visitors, and directing inquiries to appropriate personnel.
- Travel to various sites throughout Tulare County for work-related duties.
- Perform other related duties as assigned.

Skills, Knowledge and/or Abilities:

Skills to:

- coordinate multiple projects, schedules, events, and activities simultaneously;
- create correspondence, spreadsheets, databases, and facility-related documents;
- communicate effectively with staff, vendors, public agencies, and community members;
- develop and maintain accurate financial and operational records;
- utilize scheduling software, database systems, and office productivity applications;
- facilitate meetings and coordinate activities among diverse stakeholder groups;
- assess operational needs, identify issues, and recommend solutions;
- perform specialized administrative and clerical duties with accuracy and attention to detail.

Knowledge of:

- facility scheduling, event coordination, and facility use practices;
- applicable regulations, insurance requirements, and policies governing public facility use;
- fee collection, recordkeeping, and financial tracking procedures;
- modern office methods, practices, procedures, and technology;
- customer service principles and effective public relations techniques;
- correct English usage, spelling, grammar, and punctuation;

- Microsoft Office Suite, Google Workspace, and database and scheduling software;
- TCOE mission, vision, value statements, standards, policies and procedures, operating instructions, confidentiality standards, and the code of ethical behavior.

Ability to:

- establish and maintain effective working relationships with staff, community organizations, government agencies, contractors, vendors, and facility users;
- interpret and apply laws, rules, regulations, policies, and procedures;
- work independently, prioritize assignments, and meet deadlines in a fast-paced environment;
- manage sensitive situations using sound judgment, diplomacy, and professionalism;
- organize and maintain detailed records and filing systems;
- perform mathematical calculations and reconcile financial information accurately;
- prepare clear and concise written communications and reports;
- maintain confidentiality and exercise discretion regarding sensitive information;
- learn and adapt to new technologies, software applications, and operational procedures;
- work flexible hours including occasional evenings and/or weekends;
- travel throughout the county using a personal vehicle.

Responsibilities include: This role requires frequent collaboration, clear communication, organization, and problem-solving skills in a fast-paced environment. The working conditions for this position include approximately 70% sitting and 30% standing and walking, with frequent use of computers, audiovisual equipment, and facility assets. The position requires occasional lifting, carrying, pushing, and pulling of event materials weighing up to 25–30 pounds, as well as occasional bending, reaching, stooping, and crouching. Work is performed primarily indoors in a climate-controlled office environment, with regular travel throughout Tulare County and occasional work outdoors during large events.

Education Required:

- Bachelor's degree in Event Management, Hospitality, Business Administration, Public Administration, Communications, or a closely related field is required.

Experience Required:

- Two (2) years of professional experience in event planning, facility coordination, operations, or administrative support.
- Experience coordinating contracts, vendors, large-scale events, and public-facing services is highly desirable.
- Experience in an educational setting or public agency operations is preferred.

Other Requirements:

- Valid California driver's license and proof of automobile insurance.
- Department of Justice and FBI Fingerprint clearance upon hire.
- Must be able to use own vehicle to travel throughout the County, as needed.

FLSA Status: Exempt

October 2026

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office. This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office. This organization is a Drug and Tobacco - Free Workplace. This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.