



**Code: 8721**  
Family: Public Safety  
Service: Public Safety  
Group: Fire Service  
Series: Firefighting

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## **CLASS TITLE: COORDINATOR OF SPECIAL EVENTS LIAISON**

### **CHARACTERISTICS OF THE CLASS**

Under direction, reports to the Fire Commissioner performing highly responsible administrative functions, interacts with public and private event organizers, city departments and outside government security agencies to ensure adherence with the city's fire safety, emergency medical standards, and disaster preparedness protocols; and performs related duties as required

### **ESSENTIAL DUTIES**

- Coordinates and tracks responses to internal and external requests for the Fire Department's participation in public and private events including parades, rallies, sporting events, media productions, festivals and summits
- Provides guidance to event organizers in securing the appropriate city permits for planned public and private events and ensures event activities are conducted in the public way or only in designated areas
- Reviews, monitors, and provides technical assistance concerning procedural outlines and plans for events using pyrotechnics, stunt work and/or special effects to ensure municipal code and public safety compliance
- Represents the department in interagency meetings on matters pertaining to the planning and orchestration of events with event organizers and participants
- Recommends solutions to management and event organizers concerning procedural and operational problems and/or conflicts with contract provisions, municipal ordinances, and Fire Department regulations
- Coordinates the planning of the Fire Department's promotional and graduation events and monthly awards ceremonies, drafting accommodation reports outlining the heroic actions of departmental awardees, and facilitates the award process through the City Council
- Drafts press advisories, releases, incident summaries for the Mayor's Office, and remarks for Fire Commissioner or other exempt rank members for Media Office approval
- Assumes rotating media response duty and assumes 24/7 response to emergency incidents to coordinate media requests and facilitate access to department members on the scene
- Assists in the preparation of department Incident Action Plans and Operational Overviews
- Provides status reports and maintains event records

**NOTE:** *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

### **MINIMUM QUALIFICATIONS**

#### **Education, Training, and Experience**

- Career Service status as a uniformed member of the Chicago Fire Department is required
  - Graduation from an accredited college or university with a Bachelor's degree or higher in Fire Science, Business Administration, Public Administration or a directly related field, and at least a Career Service rank of Paramedic I/C, Lieutenant or higher, PLUS two (2) years of work experience in program and/or special event coordination, **OR**
  - Twelve (12) years as a uniformed member of the Chicago Fire Department with at least

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a Career Service rank of Paramedic I/C, Lieutenant or higher, PLUS four (4) years of work experience in program and/or special event coordination.

**Licensure, Certification, or Other Qualifications**

- A valid State of Illinois driver's license is required
- Command and General staff course preferred

**WORKING CONDITIONS**

- General office environment
- Hazardous conditions
- Extreme heat
- Public safety work environment

**EQUIPMENT**

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Personal computers and related equipment
- Firefighting personal protection and related equipment
- Two way radios

**PHYSICAL REQUIREMENTS**

- Stressful and physically demanding environment
- Strenuous firefighting work requiring physical strength, coordination, endurance, flexibility and use of specialty equipment and protective gear

**KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS****Knowledge**

Considerable knowledge of:

- \*National Special Security Events
- \*The National Incident Management System
- structure of Chicago City Government agencies and their functions
- \*fire, incident and emergency management response planning, notification procedures, and protocols
- functions of community service programs
- \*City protocols for responding to large scale crisis and emergency situations.
- \*Chicago fire codes and ordinances, especially those pertaining to high rise buildings
- \*high-rise safety and evacuation procedures, including the roles of Fire Safety Director and any /all building safety team rolls in commercial and residential structures.
- city traffic operations and street systems

Some knowledge of:

- geographical locations in the City
- public speaking and communications
- public safety principles and practices
- departmental programs, services, policies and procedures

Knowledge of applicable City and department ordinances, policies, procedures, rules, regulations, and ordinances

**Skills**

- \*APPLICATION – Use effective oral and written communications skills
- \*ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- \*ACTIVE ENGAGEMENT - Give full attention to what other people are communicating, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- \*CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- \*MANAGEMENT OF MATERIAL RESOURCES - Obtain and see to the appropriate use of equipment, facilities, and materials needed to do certain work
- \*COORDINATION WITH OTHERS - Adjust actions in relation to others' actions
- \*SOCIAL PERCEPTIVENESS - Demonstrate awareness of others' reactions and understand why they react as they do
- \*JUDGMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one
- SYSTEMS EVALUATION - Identify measures or indicators of system performance and the actions needed to improve or correct performance relative to the goals of the system in addition to maintaining records and preparing reports

**Abilities**

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- RECOGNIZE PROBLEMS - Tell when something is wrong or is likely to go wrong
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
- COME UP WITH IDEAS - Come up with a number of ideas about a topic
- REACH CONCLUSIONS - Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)
- GOOD JUDGMENT - Ability to make decisions in high pressure situations

**Other Work Requirements**

- PERSISTENCE - Persist in the face of obstacles on the job
- INITIATIVE - Demonstrate willingness to take on job challenges
- COOPERATION - Be pleasant with others on the job and display a good-natured, cooperative attitude

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- **DEPENDABILITY** - Demonstrate reliability, responsibility, and dependability and fulfill obligations
  - **ATTENTION TO DETAIL** - Pay careful attention to detail and thoroughness in completing work tasks
  - **INDEPENDENCE** - Develop own ways of doing things, guide oneself with little or no supervision, and depend mainly on oneself to get things done
  - **INNOVATION** - Think creatively about alternatives to come up with new ideas for and answers to work-related problems
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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

\* May be required at entry.

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City of Chicago  
Department of Human Resources  
March, 2020; June, 2025