



AN ORDINANCE BY:
COUNCILMEMBERS ANNE FAUVER AND CLETA WINSLOW
AS AMENDED BY: FINANCE/EXECUTIVE COMMITTEE

03-0-0911

AN ORDINANCE TO AUTHORIZE THE CREATION OF CERTAIN CLASSIFICATIONS TO ASSIST IN MONITORING FESTIVALS AND EVENTS PERMITTED OR SPONSORED BY THE CITY OF ATLANTA TO INSURE CONSERVANCY, SECURITY, SAFETY AND COMPLIANCE WITH PERMIT CONDITIONS; AND FOR OTHER PURPOSES.

WHEREAS, the City of Atlanta permits or sponsors a number of festivals or events; and

WHEREAS, the conservancy of physical grounds and compliance with rules and regulations governing outdoor events and festivals is an ongoing concern; and,

WHEREAS, the City of Atlanta would like to promote a safe and secure environment for event and festival attendees; and,

WHEREAS, it would be advantageous to the City of Atlanta to utilize existing human resources to fulfill these functions ; and,

WHEREAS, many City of Atlanta employees would appreciate the opportunity to earn extra income while providing a valuable service; and,

WHEREAS, the cost of such service would be paid for with revenues from the permitted events and festivals.

NOW THEREFORE BE IT ORDAINED BY THE COUNCIL OF THE CITY OF ATLANTA, GEORGIA AS FOLLOWS:

SECTION 1: That the following classifications be and the same are hereby created in the Department of Parks, Recreation and Cultural Affairs:

<u>CLASSIFICATION TITLE</u>	<u>CLASS CODE</u>	<u>PAY RATE</u>
Festival Monitor	825080	\$20.00/HR
Festival Monitor, Senior	825081	\$25.00/HR

SECTION 2: That all ordinances and parts of ordinances in conflict herewith be and the same are hereby repealed.

A true copy,

Rhonda Daughin Johnson
Municipal Clerk, CMC

ADOPTED as amended by the Council
APPROVED by the Mayor

JUN 16, 2003
JUN 24, 2003



CITY OF ATLANTA GEORGIA CLASSIFICATION SPECIFICATION

Job Title: Festival Monitor

Date: 2003

Purpose of Job

The purpose of this job is to provide conservancy, safety, security, compliance and customer service at festivals permitted or sponsored by the City of Atlanta. Duties include, but are not limited to: implementing festival and event conservancy standards and methods; conducting security surveys; demonstrating personal and festival safety techniques; observing and insuring festival compliance; providing quality customer service to attendees and maintaining records for proper documentation.

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Productivity and Accountability:

- Insures compliance with permit conditions in regards to protection of the environment, the grounds, physical plant and related facilities.
- Encourages and insures proper disposal of garbage and cooking oils.
- Develops and implements strategies to increase festival accessibility and enjoyment; provides directions, explains ordinances governing festival operations and associated restrictions.
- Monitors and encourages grill and fire safety, accident awareness and prevention at festivals and events.
- Insures adherence to permit provisions including monitoring for underage drinking and assuring that organizers and vendors are responsibly checking birthdates; notifies Atlanta Police Department of any violations.
- Insures proper response to accidents or other emergencies; calls situations needing attention to festival organizers; summons 911 or other response as appropriate.
- Provides support services for special functions; assists with interdepartmental duties as needed.
- May transport attendees and community leaders to/from festivals and events.

Planning and Organizing:



City of Atlanta Classification Specification – Festival Monitor

- Organizes work assignments to meet deadlines and festival schedules; works to facilitate the goals and objectives of the event.
- Plans and implements general assistance techniques for deaf, senior citizens, disabled, hardship cases or other unusual special case situations.
- Inventories supplies and equipment; orders and maintains sufficient amount to ensure adequate units are available to perform daily tasks.

Communication:

- Greets and advises attendees and the general public on crime prevention, safety and security issues and techniques.
- Listens to questions and feedback from attendees to determine if safety message has been conveyed and understood as planned.
- Responds to questions, complaints and requests for information by telephone, in person from attendees, community groups and leadership, vendors, the general public, officers and employees, superiors, etc.
- Communicates effectively and coherently over radio channels while initiating and responding to radio communications.
- Answers the telephone; provides information, advice and guidance; takes and relays messages and/or direct calls to appropriate personnel; returns calls as necessary.

Administrative Duties:

- Substitutes for co-workers in temporary absence of same; performs flexible unit assignments as needed and other administrative tasks as assigned.
- Attends festival meetings, seminars and training sessions as required to remain knowledgeable of events and city operations, to promote improved job performance and to stay current with changing state/municipal policies, procedures, codes and ordinances.

Equipment Use and Maintenance:

- Operates a vehicle to attend meetings, activities, events, etc., which require employee's presence outside employee's office building; inspects maintenance of vehicle prior to using and requests service and/or repairs as needed.

Record Keeping and Documentation:

- Completes time sheet and activity reports, meeting reports, and various other forms and documents.
- Maintains logs and statistics.
- May distribute brochures, leaflets and other visual media to attendees reinforcing crime prevention, security and safety in the community.

Interpersonal Relations:



City of Atlanta Classification Specification - Festival Monitor

- Attends festivals and assists with community activities, programs and crime prevention; interacts with citizens, vendors and attendees by giving information and directions.
- Cooperates with federal, state, and local law enforcement agencies and its officers or representatives when their activities or investigations are related to on-going investigations being conducted by the Atlanta Police Department; works to achieve the highest level of cooperation and efficiency possible.

Marginal Job Functions

- Performs other related duties as required.

Knowledge of Job

Has general knowledge of conservation, accident prevention, security and personal safety techniques, and human relations as necessary in the completion of daily responsibilities. Is able to follow policies, procedures, plans and activities and to perform to established goals. Ability to perform operations and comply with plans and objectives for the expedience and effectiveness of specific duties of the position. Is able to implement long-term goals in order to promote effectiveness and efficiency. Has general knowledge of all applicable laws, ordinances, policies, standards and regulations pertaining to the specific duties and responsibilities of the job. Ability to keep abreast of any changes in policy, methods, operations, equipment needs, etc. as they pertain to festival and event activities. Is able to effectively communicate and interact with supervisors, employees, citizens, vendors and the general public and all other groups involved in the activities of the City as they relate to festivals or events. Has good human relations skills. Has ability to use independent judgement and discretion in the handling of emergency situations, determining and deciding upon procedures to be implemented, setting priorities, maintaining standards, and resolving problems. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Has the mathematical ability to handle required calculations. Ability to read, understand and interpret reports and related materials, and perform related duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

High School diploma or GED required; one year experience in dealing with the public; or any equivalent combination of education, training, which provides the requisite knowledge, skills, and abilities for this job. Must be a current full time City of Atlanta employee and possess a valid Georgia driver's license.

(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

PHYSICAL REQUIREMENTS: Must be able to move or carry related objects or materials. Physical demand requirements are at levels of those for active work.

DATA CONCEPTION: Requires the ability to compare and/or judge the readily observable functional, technical, structural, compositional or identifiable characteristics (whether similar to or divergent from obvious standards) of data, people, or things.



City of Atlanta Classification Specification – Festival Monitor

INTERPERSONAL COMMUNICATION: Requires the ability to communicate with people to convey or exchange professional information.

LANGUAGE ABILITY: May require the ability to read a variety of professional, technical and administrative documentation, directions, instructions, methods and procedures. May be required to produce reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to communicate with and before others using correct English.

INTELLIGENCE: Requires the ability to learn and understand subject matter principles and techniques; to make independent judgments in absence of supervision within the scope of respective job duties and tasks; to acquire and be able to expound on knowledge of topics related to primary occupation.

NUMERICAL APTITUDE: May require the ability to utilize mathematical formulas; add and subtract; multiply and divide totals; determine percentages; determine time and weight; and interpret same as may be appropriate.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape.

MOTOR COORDINATION: Requires the ability to utilize job related equipment in the course of accomplishing job duties and tasks associated with respective primary duties.

COLOR DISCRIMINATION: May require the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to interact with people (i.e. staff, supervisors, general public and elected officials) beyond giving and receiving instructions. Must be adaptable to performing under minimal stress when confronted with an emergency.

RCS# 4836
6/16/03
5:03 PM

Atlanta City Council

Regular Session

CONSENT I PAGES 1-13; EXCEPT: 03-R-0929; 03-O-0693
 03-O-0913; 03-O-0668; 03-O-0669
 ADOPT

YEAS: 10
NAYS: 0
ABSTENTIONS: 0
NOT VOTING: 3
EXCUSED: 1
ABSENT 2

Y Smith	B Archibong	E Moore	Y Mitchell
Y Starnes	Y Fauver	Y Martin	NV Norwood
Y Young	NV Shook	B Maddox	Y Willis
Y Winslow	Y Muller	Y Boazman	NV Woolard

CONSENT I

		6/16/03 Full Council Meeting
ITEMS ADOPTED ON CONSENT	ITEMS ADOPTED ON CONSENT	ITEMS ADVERSED ON CONSENT
1. 03-O-0906	34. 03-R-0855	45. 03-R-0866
2. 03-O-0911	35. 03-R-0856	46. 03-R-0867
3. 03-O-0905	36. 03-R-0857	47. 03-R-0868
4. 03-O-0764	37. 03-R-0858	48. 03-R-0869
5. 03-O-0914	38. 03-R-0859	49. 03-R-0870
6. 03-O-0667	39. 03-R-0860	50. 03-R-0871
7. 03-O-0671	40. 03-R-0861	51. 03-R-0872
8. 03-O-0839	41. 03-R-0862	52. 03-R-0873
9. 03-O-0908	42. 03-R-0863	53. 03-R-0874
10. 03-O-0910	43. 03-R-0864	54. 03-R-0875
11. 03-O-0912	44. 03-R-0865	55. 03-R-0876
12. 03-R-0851		56. 03-R-0877
13. 03-R-0853		57. 03-R-0878
14. 03-R-0854		58. 03-R-0879
15. 03-R-0922		59. 03-R-0880
16. 03-R-0927		60. 03-R-0881
17. 03-R-0928		61. 03-R-0882
18. 03-R-0891		62. 03-R-0883
19. 03-R-0894		63. 03-R-0884
20. 03-R-0921		64. 03-R-0885
21. 03-R-0890		65. 03-R-0886
22. 03-R-0893		66. 03-R-0887
23. 03-R-0895		67. 03-R-0888
24. 03-R-0903		
25. 03-R-0938		
26. 03-R-0848		
27. 03-R-0849		
28. 03-R-0892		
29. 03-R-0918		
30. 03-R-0919		
31. 03-R-0923		
32. 03-R-0924		
33. 03-R-0897		

Consent I Vote: 10Yeas; 0Nays: (See RCS #4836)

Items Removed from the Consent Agenda: 03-O-0913; 03-O-0693; 03-O-0668; 03-O-0669; 03-O-0929

03-0911

(Do Not Write Above This Line)

AN ORDINANCE BY *Robert Johnson*

AN ORDINANCE TO AUTHORIZE THE CREATION OF CERTAIN CLASSIFICATIONS TO ASSIST IN MONITORING FESTIVALS AND EVENTS PERMITTED OR SPONSORED BY THE CITY OF ATLANTA TO INSURE CONSERVANCY, SECURITY, SAFETY AND COMPLIANCE WITH PERMIT CONDITIONS; AND FOR OTHER PURPOSES.

ADOPTED BY

JUN 16 2003

COUNCIL

AS AMENDED

- CONSENT REFER
- REGULAR REPORT REFER
- ADVERTISE & REFER
- 1st ADOPT 2nd READ & REFER
- PERSONAL PAPER REFER

Date Referred *6/2/03*

Referred To: *Finance / Executive*

Date Referred

Referred To:

Date Referred

Referred To:

First Reading

Committee _____
 Date _____
 Chair _____
 Referred to _____

Committee *Finance / Executive*
 Date *6/11/03*
 Chair *Shirley Johnson*
 Action: *AS AMENDED*
 Fav. Adv. Hold (see rev. side)
 Other:
 Members *Robert Johnson*
 Refer To *Shirley Johnson*

Committee _____
 Date _____
 Chair _____
 Action: _____
 Fav. Adv. Hold (see rev. side) _____
 Other: _____
 Members _____
 Refer To _____

FINAL COUNCIL ACTION
 2nd
 1st & 2nd
 3rd
 Readings
 Consent
 V Vote
 RC Vote

CERTIFIED
 JUN 16 2003
 ATLANTA CITY COUNCIL PRESIDENT
Catherine W. Woodard

CERTIFIED
 JUN 16 2003
 MUNICIPAL CLERK
Rachel Douglas Johnson

MAYOR'S ACTION
Shirley Johnson