

Logan County

Job Description



Title:	Fair/Administrative Assistant	Grade:	12
Division:	Administrative	Effective Date:	10/1/18
Department:	Fair/Admin. Officer BOCC/HR	Last Revised:	11/2/21

GENERAL PURPOSE

Performs a variety of routine **administrative and financial support duties** related to planning, organizing and coordinating annual county fair and rodeo. Performs complex clerical and administrative support duties as needed to expedite various functions, projects and operations for the Board of County Commissioners.

SUPERVISION RECEIVED

Works under the general supervision of the Administrative Officer of the BOCC/HR and County Fair Board Manager.

SUPERVISION EXERCISED

May provide immediate to close supervision to voluntary and/or temporary seasonal staff assisting in fair and rodeo operations.

ESSENTIAL FUNCTIONS

Fair & Rodeo: Assists Fair Board to organize and coordinate fair and rodeo events; implements methods, processes and procedures for managing accounting and bookkeeping operations; orders and manages the acquisition of event tickets; plans and organizes general sales and distribution of event tickets; establishes tracking system for event deposits; administers contracts with event providers and entertainers; establishes accounts and ensures proper settlement and distribution of payments for entertainers, venue providers, etc.; manages and accounts for event revenues; acts as liaison between contracted parties and Logan County. Manages ticket office during the fair including scheduling of ticket office staff.

Prepares revenue and expense reports for Fair Board in order for them to compile the fair and rodeo annual operating budget; monitors budget compliance; prepares ongoing and periodic financial and operations reports. Prepares vouchers for Finance to pay fair bills once the Fair Manager and Fair Board have approved. Fair records are organized and maintained at the Courthouse.

Coordinates the bid process to obtain Proposals for Gate Keepers, Ticket takers and Ushers, Ticket Sales etc. If there is no bid process for Ticket Sales in the box office, annual recruitment and hiring of flexible seasonal fair and rodeo staff and ticket office personnel with the assistance of Human Resources; provides instruction related to selling tickets, cash handling, and training of fair staff.

Prepares publications and announcements for scheduled fairgrounds events; provides general administrative assistance to Fair Board members as needed; composes correspondence, prepares documents, forms, and signage, organizes agendas; attends monthly board meetings; develops and maintains database of yearly season ticket holders. Maintains database of recurring and new sponsorship information. Update and maintain county fair web site and newsletter through Wix. Manage Facebook Ads and posts. Establishes a basic knowledge of Fair Board By-Laws and Memorandum of Understanding (MOU) between organizations. Coordinate deadlines with Fair Board and inform FFA Advisors and Extension Office of deadlines and due dates for the year. Manage TeamUp calendar with deadlines and important dates. Develop system for collecting necessary vendor documents and filing records.

General Functions: Provides clerical and secretarial support and works closely with the Administrative Support Specialist as needed to expedite various projects, processes or operations for Board of County Commissioners and Administrative Officer of the BOCC/HR.

Serves as receptionist to the administrative offices and board of commissioners; receives, screens, routes, and processes calls and public inquiries; assists the public with requested information or refers public to appropriate Department Head or Elected Official. Assist the public if they are renting facilities, scheduling them in the calendar, collecting payments, depositing funds with the Treasurer's office, etc.

Serves as back up to the Administrative Support Specialist including preparing agendas, taking minutes for work sessions, posting to Web Site, and follow-up with disposition of signed documents from meetings if necessary. Team player between both the Human Resources and Commissioners Offices.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

1. Educations and Experience:

- A. High School Diploma or GED equivalent supplemented with course background in general office practices and skills, including cash handling experience; plus, one (1) year of specialized training in coordinating events, accounting, general business or related field;
- AND
- B. Three (3) years of progressively responsible experience in coordinating events, administrative processes and knowledge of various computer software applications.
- OR
- C. An equivalent combination of education and experience.

2. Required Knowledge, Skills, and Abilities:

Considerable knowledge of modern practices and principles of general office administration, basic accounting; research methods, sources and practices; English composition, spelling, grammar, punctuation, etc.; interpersonal communication skills and telephone etiquette; standard office equipment operation including computer equipment and related software used within the office environment. **Working knowledge of** various computer software applications for word processing and database files and records.

Considerable Skill in Word Processing, Microsoft Word, Excel, Internet Explorer, Adobe and Photoshop, Wix Website, Facebook Ads, Saffire Ticketing Platform.

Some skill in the art of diplomacy, negotiations and creative problem solving.

Ability to communicate and establish and maintain effective working relationships with County staff, Fair Board officials, representatives of other agencies and the public; operate standard office equipment efficiently; communicate effectively, verbally and in writing; make basic decisions where established procedures do not always apply; to plan, coordinate and research a variety of problem-solving and fact-finding study projects; perform basic mathematical computations; to work on multiple projects and prioritize work as necessary to meet multiple deadlines and goals; work independently when supervision is not readily available; maintain confidentiality as needed to assure responsible public and administrative interactions; adapt quickly to changes; train other office staff and box office staff in duties.

3. Special Qualifications

May be required to be a notary public.

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Seasonal tasks require variety of physical activities, involving muscular strain, such as walking, standing, stooping, sitting, and reaching. Talking, hearing and seeing required. Rapid work speed required to perform keyboard operations. Common eye, hand, finger, leg and foot dexterity necessary. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking, guided and creative problem solving.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)