



# JOB DESCRIPTION

<i>Title</i>	<b>Administrative Assistant III – Fairgrounds</b>		
<i>Department</i>	Fair & Expo	<i>Job Class</i>	A 13 4
<i>Driving Required</i>	Yes	<i>Safety</i>	Yes
<i>Labor Union</i>	AFSCME Local 2746 Courthouse/Roads		<i>FLSA</i> Non-exempt
<i>Created</i>	March 2016	<i>Reviewed</i>	Feb. 2023
		<i>Revised</i>	February 2023

## **Purpose**

To provide advanced event/activity coordination, operations support, and administrative assistance for the Clatsop County Fairgrounds Manager and to serve as recording secretary for the Clatsop County Fair Board. Perform event planning function for county sponsored events.

## **Essential Functions**

A person employed in this classification must possess the capability to perform the following duties to be considered for this position. The duties are essential functions requiring the critical skills and expertise needed to meet the job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

- Coordinate and support operations and administrative services for the Clatsop County fairgrounds, including the annual Clatsop County Fair, as directed by the Fairgrounds Manager. Respond to telephone calls, determine nature of call and provide information or forward to appropriate person or department; greet visitors; respond to inquiries and/or complaints directed from the public.
- Perform event planning tasks for county sponsored events including vendor and attraction planning, logistics, ticketing and marketing. Assists in promoting and expanding community use of the fairgrounds.
- Perform administrative duties within the department, e.g. make tentative and confirm appointments for Fairgrounds Manager; take and transcribe minutes of meetings; make photocopies; send faxes; compose and/or type a variety of documents, such as spreadsheets, letters, memos, reports, minutes, agendas, charts, tables, ordinances, fairground's meetings calendar. Verify and correct grammar, spelling, etc.
- Perform updates to and maintenance of the Clatsop County Fair & Expo website, Facebook page, other social media platforms, and the department event calendaring program.
- Prepare budget drafts with supporting documentation, monitor monthly income/expenses variance against approved budget, and produce financial reports as directed (available in the county's GL software). Perform accounts payable/receivable functions for the Fairgrounds: prepare process, track and reconcile vendor invoices, purchase orders and vouchers, safeguard and process fairgrounds' income receipts, prepare and make deposits following approved county and Budget & Finance department policies and procedures. Work closely



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with Fairgrounds Manager and Budget & Finance department staff to help ensure integrity and transparency of all Fair & Expo financial activities and operations.

- Attend Fair Board meetings and work sessions as requested. Coordinate the recording, transcription and distribution of the meeting minutes for the Fair Board.
- Design and maintain filing and indexing systems for office files, including archived files. Ensure storage/removal/purging of records complies with public records retention laws.
- Review and monitor Fair & Expo events and vendor contracts/agreements for completeness and compliance with Fair Board and county contract review procedures. Alert Fairgrounds Manager to items/issues as they arise for review, discussion, and direction. Perform follow-up duties for signed agreements as well as incomplete contracts.
- Maintain accurate time records for payroll and tracking of volunteers, interns or work crews.
- Participate as directed by the Fairgrounds Manager in contract negotiations with vendors: facilities users and volunteer organizations, i.e. 4H, civic organizations, church groups, etc. Review and respond to inquiries from citizens. Resolve problems and complaints under the Fairgrounds Manager's direction.
- Meet with clients to determine event needs and logistical planning. Provide assistance and information to organizations interested in using the Fair & Expo facilities including, but not limited to, available and needed services for event success.
- Provide support and coordination of services provided to clients such as audiovisual, telecommunications, operations, guest service, public safety and parking.
- Develop operations procedures for position responsibilities and update/revise according to goals and objectives.
- Purchase necessary supplies following county procurement rules. Assist Fairgrounds Manager with contracting procedures including scope development, solicitation, award and project management.
- Follow all safety rules and procedures established for work areas. Assists in implementation and tracking of safety programs and training.

## **Auxiliary Functions:**

Provide support to Fairgrounds Manager and maintenance staff with event set up and tear down tasks as workload and staffing levels dictate. Occasionally assists in light maintenance or janitorial duties.

<b><i>Education &amp; Experience</i></b>
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*Education and Experience:*

A high school diploma or equivalent AND three years specialized training and experience in the clerical and/or administrative field or any satisfactory combination of

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experience and training. Must possess and maintain current driving privileges in the State of Oregon.

## ***Knowledge, Skills and Abilities***

Advanced knowledge of administrative support activities, office procedures, and operation of various office equipment including data entry, intermediate to advanced computer operations skills, intermediate to advanced knowledge of MS Office software especially Word, Excel, and Outlook. Advanced recordkeeping skills and strong knowledge of accounting related functions. Demonstrated abilities in customer service and problem-solving skills. Ability to communicate effectively both orally and in writing.

## ***Desired Qualifications***

Some college level or specialized courses in business management, accounting or other related field is desirable. Previous experience in positions involving significant in-person and telephone customer service with the general public. Experience working in a public sector organization. Knowledge of specific computer software utilized by the county is desirable. Previous experience involving recordkeeping as well as taking and transcribing minutes. Prior experience planning moderate to large events.

## ***Physical Demands***

Requires moving files, books and equipment seldom exceeding 20 pounds. Activity on the fairgrounds may require additional physical demands, such as walking, bending, stooping, reaching, climbing, lifting (up to 50 pounds), and operating various equipment and machinery.

Clatsop County is committed to providing reasonable accommodations as required by the Americans with Disability Act (ADA). Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential functions and/or physical demands.

## ***Working Conditions***

May frequently require walking over hilly and rough terrain, working around farm animals, exposure to loud noises, pungent smells and adverse weather conditions. May also require being on-call for emergencies when the Fairgrounds Manager is unavailable or as assigned.

## ***Supervisory Responsibility***

Works under the direct supervision of the Fairgrounds Manager. Supervision is not a typical responsibility of this position.