



JOB DESCRIPTION

<i>Title</i>	Administrative Coordinator	<i>Created</i>	March 2016
<i>Department</i>	Fair & Expo	<i>Revised</i>	August 2021
<i>Job Class</i>	Fair-U 15	<i>Safety Sensitive</i>	Yes
<i>Labor Union</i>	Unrepresented	<i>FLSA</i>	Non-exempt

Purpose

To provide advanced event/activity coordination, operations support, and administrative assistance for the Clatsop County Fairgrounds Fair & Expo Manager and to serve as recording secretary for the Clatsop County Fair Board.

Essential Functions

- Coordinate and support operations and administrative services for the Clatsop County fairgrounds, including the annual Clatsop County Fair, as directed by the Fair & Expo 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 administrative duties within the department, e.g. make tentative and confirm appointments for Fair & Expo 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 with Fair & Expo 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.



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- Review and monitor Fair & Expo events and vendor contracts/agreements for completeness and compliance with Fair Board and County contract review procedures. Alert Fair & Expo 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.
- Participate as directed by the Fair & Expo 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 Fair & Expo Manager's direction. Provide assistance and information to organizations interested in using the Fair & Expo facilities.
- Develop operations procedures for position responsibilities and update/revise according to goals and objectives.
- Purchase necessary supplies.
- Follow all safety rules and procedures established for work areas.

Auxiliary Functions:

Provide support to Fair Manager and maintenance staffs with event set up and tear down tasks as workload and staffing levels dictate.

Mandatory Qualifications

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

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 record keeping as well as taking and transcribing minutes.



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Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

In the office, this position requires the movement of 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.

Working Conditions

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The performance of duties related to office and administrative coordination and support of the Fair & Expo may require walking over hilly and rough terrain, working around farm animals, exposure to loud noises, pungent smells and adverse weather conditions. The Fairgrounds Office Coordinator may require being on-call for emergencies when the Fair & Expo Manager is unavailable.

Supervisory Responsibility

Supervision is not typically a responsibility of this position.

THE ABOVE DESCRIPTION COVERS THE MOST SIGNIFICANT DUTIES PERFORMED BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, THE INCLUSION OF WHICH WOULD BE IN CONFORMITY WITH THE FACTOR DEGREES ASSIGNED TO THIS JOB.

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