

**Jefferson County
Position Description**

Name:		Department:	Fair		
Position Title:	Advanced Program Assistant- County Fair	Pay Grade:	5	FLSA:	Non- Exempt
Date:	April 2024	Reports To:	Fair Park Director		

Purpose of Position

This position provides administrative and operational support to the Fair Park department. This position coordinates the County Fair events, program implementation and evaluation, and assists in budgeting, financial preparation and reporting, with a high level of customer service.

Essential Duties and Responsibilities

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

- Performs general clerical and customer service duties such as answering phones, greeting Fair Park visitors/partners, processing mail, ordering supplies, and other office coordination related duties. Responds to inquiries and/or complaints from customers, or other parties and take appropriate action to resolve the issues.
- Coordinates fair requirements with other departments, government agencies, and business, which includes but not limited to ensuring adequate safety and security measures are in place, cleanliness of grounds and facilities, and coordinating other County Fair logistics such as space layout, ticketing, transportation, food vendors, signage, marketing, technical and equipment requirements, and accommodations for special needs.
- Performs financial aspects related to Fair Week, including processing invoices, handling accounting and check requests for judges, exhibitors, entertainment, and volunteers, and overseeing deposit activities. Oversees Fair Park camping program including reservations and collecting payments
- Serves as the primary point of contact for fair exhibitors, vendors, and gate workers, ensuring effective and efficient email communication to maintain strong relationships and coordination.
- Assists the Director in developing and implementing marketing and communication plans.
- Procures all necessary materials for Fair Week, including but not limited to ribbons, awards, entry tags, signage, and essential services such as tents and sanitation facilities.
- Performs accurate data-entry into the current system (Showworks), including generating reports, preparing judging sheets, entering results, and compiling necessary documentation for regulatory compliance.
- Creates, edits, and maintains up-to-date entry information, auction rules, and all related applications and contracts, ensuring adherence to state statutes and regulations, including DATCP 160. Processes applications and contracts that pertain to fair week, such as camping, vendor, beverage order form, animal health paperwork, entertainment, volunteer form, judging and trailer form.
- Oversees the selection and hiring process for judges, acting as the liaison with all superintendents to ensure the fair's competitive events are judged by qualified individuals.

- Recruits, trains, and oversees volunteers for the County Fair activities, events, and fundraisers.
- Demonstrates dependable attendance.
- Complies with County HIPAA Policies and Procedures, if applicable.
- Adheres to and promotes safety as a priority in the workplace.
- Performs other duties as assigned or as may develop.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- May coordinate staffing coverage and approve payroll.
- Writes newspaper articles, produces posters, and other basic marketing materials.

Minimum Training and Experience Required to Perform Essential Job Functions

Associates degree in business, marketing, event management, public relations, or related field. At least one year of experience in a related field, or any equivalent combination of education and experience.

Preferred Training and Experience Required to Perform Essential Job Functions

Associate degree in business, marketing, event management, public relations, or related field and two to three years of experience in a related field, or any equivalent combination of education and experience.

Other Requirements – Certificates/Licensures

Valid driver's license highly preferred.

Knowledge, Skills, Abilities

- Proficient in Adobe Creative Cloud Programs; Photoshop, Illustrator, Light room, Acroba, or similar software. Proficient in Microsoft Office 365 programs.
- Ability to read, analyze, and interpret common scientific and technical journals, financial reports.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Ability to communicate effectively both orally and written.
- Ability to effectively present information to top management, public groups, and/or boards of directors.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to apply concepts of basic algebra and geometry.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Supervision

Oversees volunteers as required.

Physical Demands

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

While performing the duties of this position, the employee is regularly required to sit; use hands to finger, grasp, handle, or feel; reach with hands and arms and talk or hear. The employee is required to stand; walk; climb or balance and stoop, kneel, crouch, or crawl. Lifting, moving, pushing or pulling up to 10 pounds does generally occur, but may occur when lifting boxes, books or paper. Specific vision abilities required by this job include close vision, color vision, depth perception and ability to adjust focus, distance vision.

Work Environment

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

Work is performed both in indoor and outdoor environments; exposure to dirt, dust, animal waste, pungent smells, hay, large and small livestock/animals; working around/on moving vehicles; walking over rough terrain; continuous contact with staff and the public; exposure to changing weather conditions, sun, rain and wind; Fair week requires long hours.

Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act as Amended, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand the duties of this job description and, by signing below; I agree that I can perform the duties of this position with or without reasonable accommodation.

Employee

Date

Supervisor

Date

Human Resources

Date
