



Advanced Program Assistant- County Fair

Explore. Thrive. Belong.

Jefferson County is the Heart of the Heartland. We offer the best of Wisconsin living with safe, family oriented, vibrant business and civic communities surrounded by picturesque farmland. Jefferson County is proud of our small-town living options and easy access to major urban centers.

ABOUT THE FAIR PARK OF JEFFERSON COUNTY

Jefferson County Fair Park provides a county owned facility for all citizens where young and old can gather to display their talents, accomplishments and celebrate their cultures; thereby promoting education, entertainment, and economic growth in Jefferson County.

WHAT YOU WILL DO

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.

SOME ESSENTIAL RESPONSIBILITIES

You will be successful in this role by completing the following tasks and responsibilities:

- 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.

Requirements:

- 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 Requirements:

- Associate degree in business, marketing, event management, public relations, or related field.
- Two to three years of experience in a related field, or any equivalent combination of education and experience.
- Valid driver's license highly preferred.

Wage & Benefits

We pay \$23.41 - \$30.12/ hour based on candidate's successful experience and qualification.

Jefferson County offers an excellent, comprehensive benefits package. [Click Here for 2024 Jefferson County Benefits](#)

Benefit Highlights

- *2 weeks paid vacation* Health insurance* Health insurance Opt Out Plan * Dental & Vision insurance*
- * Life insurance* Wisconsin Retirement System* Health Savings Account * Differed Compensation Program*
- *Group Life insurance *

Employees at Jefferson County Value

- *Competitive Pay* Excellent Benefits* Great Coworkers* Flexibility* Advancement & Opportunity* Family Feel*

HOW TO APPLY: For a full job description and link to apply online, please visit the County's web site at jeffersoncountywi.gov. Jefferson County is an Equal Opportunity Employer