



Yamhill County Fair & Event Center

WORKING TITLE: FAIR OFFICE MANAGER	CLASSIFICATION: FAIR OFFICE MANAGER
DEPARTMENT: FAIR	DIVISION: FAIR
PAY RANGE:	FLSA CATEGORY:
PHYSICAL REQUIREMENTS: ATTACHED	WORKERS COMP CODE: 8832
PPE: PER WORK LOCATION	REVISION DATE: APRIL 2019

JOB DESCRIPTION

GENERAL STATEMENT OF DUTIES:

Checks mail on a daily basis. Records revenues and expenditures. Assists Fair Manager in budget activities. Prepares monthly statements of revenue and expenditures for Fair Board. Takes minutes at all meetings and disperses copies as necessary to individuals and groups, including usage reports. Acts as receptionist in office. Coordinates commercial and community booth exhibits prior to and during the fair. Assists in preparing the premium book for publication. Attends to correspondence, letters, meetings, and responds as needed. Assists Fair Manager in the business operation of the fairgrounds. Attends conferences and training as directed by Fair Manager.

SUPERVISION RECEIVED:

Receives minimal direct supervision. Works under general supervision of Fair Manager.

SUPERVISION EXERCISED:

Supervision is not a responsibility of this position.

DUTIES AND RESPONSIBILITIES INCLUDE ESSENTIAL FUNCTIONS OF POSITIONS ASSIGNED TO THIS CLASSIFICATION. DEPENDING ON ASSIGNMENT, THE EMPLOYEE MAY PERFORM A COMBINATION OF SOME OR ALL OF THE FOLLOWING DUTIES:

- Collect and route daily mail.
- Record revenues and expenditures.
- Assists with budget activities.
- Prepares monthly statements of revenues and expenditures for distribution to Board.
- Attends meetings and takes minutes for disbursement to necessary parties.
- Acts as receptionist for Fair office.
- Coordinates commercial and community booth exhibits prior to and during the fair.
- Responds to letters, correspondence as necessary.
- Attends conferences and training as directed by Manager.
- Performs other duties as assigned.

JOB SPECIFICATION

KNOWLEDGE OF:

- Recording methods for revenues and expenditures.
- Budgeting
- Clerical and office procedures

SKILL IN:

- Communicating effectively, both orally and in writing.
- Organizing events.
- Taking and distributing minutes.

ABILITY TO:

- Maintain cooperative and effective working relationships with other employees, supervisors, and the public.
- Function in a team environment.
- Attend work as scheduled and/or required.

MINIMUM EXPERIENCE AND TRAINING:

Associates degree in Business Administration, Accounting or Event Planning preferred. Must have two years' work experience in an environment in which the duties listed were performed. Previous direct fair experience is preferred. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may be substituted for the above.

OTHER REQUIREMENTS:

Ability to secure and maintain a driver's license valid in the state of Oregon, or an acceptable alternative means of transportation. May be required to drive a County vehicle. Employees authorized to operate a private vehicle on County business are required to carry a valid driver's license and liability insurance minimums as outlined in ORS 806.070.

May be subject to successful completion of a background check.

WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY:

The incumbent typically works in an office environment and uses a computer, telephone and other office equipment as needed to perform duties. The noise level in the work environment is typical of that of an office. Incumbent may encounter frequent interruptions throughout the work day.

The employee is regularly required to sit, talk, or hear; frequently required to use repetitive hand motion, handle or feel, and to stand, walk, reach, bend or lift up to 20 pounds regularly and 30 pounds occasionally.

The physical demands 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.

This job description in no way states or implies that these are the only duties to be performed by

an employee occupying this position. Employees may be required to perform other related duties as assigned, to ensure workload coverage. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description does NOT constitute an employment agreement between the employer and employee and is subject to change by the employer as the organizational needs and requirements of the job change.

The job specification requirements stated are representative of minimum levels of knowledge, skills, and abilities to perform this job successfully. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above so that the employee will possess the abilities or aptitudes to perform each duty proficiently.