

## **Administrative Fair Coordinator**

Department: Richland County

Reports to: Fair Committee

### **PURPOSE OF POSITION**

The position is responsible for the overall operation of the Richland County Fairgrounds and Fair Programs. The purpose of this position is to plan, coordinate and administer the County Fair operations and to coordinate non-fair use of the grounds and buildings. General direction is provided by the Fair Committee.

### **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 or assigned.

- Type and file all letters, memos, reports, forms, meeting notices, etc.
- Record meeting minutes and maintain routine accounts.
- Compile a wide variety of data and fiscal records for monthly and yearly reports.
- Schedule meetings and appointments.
- Receive and process incoming and outgoing mail.
- Answer telephone, take messages, assist the public, disperse information, and refer callers as needed.
- Prepare invoices, collect and deposit all income.
- Coordinate fund raising efforts and apply for financial assistance from units of government, organizations and individuals when the opportunities are available.
- Sell ads for fair book.
- Process exhibitor and judging data.
- Prepare departmental materials for Open and Junior Superintendents.
- Coordinate non-fair usage of grounds and keep accurate records of events.
- Attend District/State meetings and trainings specific to the Fair.
- Work closely with maintenance personnel and appropriate County and State officials.

- Maintain a well-kept office building and surrounding area.

A detailed list of examples was approved at the March 2004 Fair Committee meeting.

#### **MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

- Working knowledge of and ability to apply techniques in the area of fair planning.
- Ability to work well with little supervision.
- Ability to counsel, mediate, advise, and provide interpretation regarding the application of policies, procedures and standards to specific situations.
- Knowledge of the functions, terminology and equipment of the assigned department and knowledge of the Blue Ribbon Fair Management program.
- Ability to demonstrate neatness and accuracy of work.
- Ability to establish and maintain effective public and work relationships.
- Ability to maintain confidentiality of information.
- High school diploma and responsible office experience, or any combination of training and experience which provide the required knowledge and skills.
- Possession of a valid Wisconsin driver license.
- Must be willing to work flexible hours.

#### **ABILITIES REQUIRED PHYSICAL AND MENTAL TO PERFORM ESSENTIAL JOB FUNCTIONS**

- Ability to operate equipment, such as operating a motor vehicle.
- Ability to exert very moderate physical effort in sedentary to light work, involving stooping, kneeling, lifting, carrying, pushing and pulling.
- Ability to recognize and identify individual characteristics of color, sounds, etc. associated with objects and can handle, finger and feel.

Richland County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, 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.