

## **Fair Board Administrative Assistant Job Description**

### **Buildings and Grounds Administrative Assistant Job Description**

#### **General Purpose**

Provide personal administrative support to the Carbon County Fair Board through conducting and organizing administrative duties and activities, including receiving and handling information. Applicant must be accurate with attention to detail, have organizational planning skills, and the knowledge of operating various office machines. Applicants must have the ability to work independently without direction, follow policies and procedures, establish and maintain effective working relationships with co-workers, board members and the public. Applicants must have excellent phone etiquette, experience for compiling information and contacting people for various volunteering positions for the fair activities.

Applicant will also handle scheduling for all three County buildings, maintain the User Agreements for those buildings, and answer questions regarding the rental process. Applicant must also be familiar with Accounts Payable processes for the Utility Billing with Buildings and Grounds.

#### **Main Job Tasks and Responsibilities**

- Prepare and manage correspondence, reports and documents
- Organize and coordinate meetings and fair arrangements
- Take, type and distribute minutes of meetings
- Implement and maintain office systems
- Maintain schedules and calendars
- Arrange and confirm appointments
- Organize internal and external events
- Work with hotels for reservations for judges, concert personnel and rodeo personnel
- Handle incoming mail and other material
- Set up and maintain filing systems
- Set up work procedures
- Collate information
- Maintain databases
- Communicate verbally and in writing to answer inquiries and provide information
- Liaison with internal and external contacts and Boards
- Coordinate the flow of information both internally and externally
- Operate office equipment
- Manage office space
- Building and grounds rentals
- Split time between Buildings and Grounds (20%) and Fair Board (80%)

#### **Education and Experience**

- Relevant training or qualification in a fair office setting
- Knowledge and experience of relevant software applications- spreadsheets, word processing, database management including Word, Quick Books, Publisher and Excel

- Knowledge of administrative and clerical procedures
- Knowledge of business principles
- Proficient in spelling, punctuation, grammar and other English language skills
- Experience if producing correspondence and documents
- Experience in information and communication management

### **Key Competencies**

- Verbal and written communication skills
- Attention to detail
- Confidentiality
- Planning and organizing
- Time management
- Interpersonal skills
- Customer-service orientation
- Initiative
- Reliability
- Stress tolerance
- Must work well with interruptions
- Coordinate and maintain records for fair office and board members
- Grant writing
- Editing website knowledge
- Familiarity with social media
- Familiarity with both FFA and 4-H programs
- Represent the Carbon County Fair with professionalism
- Maintaining relationships with Discover Carbon County, CCSD#1 and CCSD#2 Rec Boards, and the Wyoming Association of Fairs, and attend meetings as needed. Some travel may be required.
- Must be able to work 12-16 hours per day during Fair Week, starting at 6:00 a.m. every day

### **Other Duties**

- Pay bills
- Take messages
- Deposits into correct accounts
- Newsletters as needed
- Ads for newspapers
- Rental of Halls and Grounds
- Take building fees to Treasurer's Office with information as to which account they go to
- Reconcile BMO credit card statements for Buildings and Grounds
- Monthly Fuel Tax report for Carbon County
- Livestock Sale
- Contact Superintendents, judges, clerks and additional help/livestock and open class, etc.
- Design Fair Book Covers, front and backs

- Fairbook changes and corrections/put the book together/start to finish
- Fairbook ads to all community leaders and what to do with them, and send them to other businesses not contacted
- Calendar of events
- Contact Auctioneers, Kiwanis, Elks, Lion's Club, etc. for contract labor during Fair Week
- Ads and contracts for beer concession stand, janitorial, day and night security, gates for Rodeo, Concert and Derby. Work with County Attorney's office for these
- Count and order ribbons and trophies
- "Bible" start to finish
- Trailer space policy and applications
- Sale gift ideas and order
- Buyer's Luncheon servers arranged, work closely with RNB State Bank, the sponsors of the Buyer's Luncheon
- Buyer's Luncheon letters sent out/mail tickets with letter to each buyer from previous two years
- Sale book and changes to the book/print 4000 copies and staple
- Make all posters, and promotional material to be sent to the community leaders/mail these out
- Arrange for lunch /dinner for the judges and the help at each show
- Judges, Superintendents and clerks for the Fabric and Fashion Judging/letters to confirm
- Judges, Superintendents and clerks for Static and Livestock Judging/letters to confirm
- Set up all boxes for each Livestock and Small Animal Show, and Open Class Judging (trophies, ribbons, etc.). UW Extension will handle their own judging boxes
- Make copies of horse (Open Class and Junior) and dog show materials and whatever else is needed
- Order dog/horse show arm bands and back tags
- Design and order lunch tickets for Buyer's Luncheon (Use Perue Printing)
- Weigh animals- weights put in the computer to generate necessary paperwork for the programs and awards
- Set up show programs and print for the audience
- Contact Katelyn Olson about Livestock Pages in Sale Book
- Design and pre-print Fluff pages in Sale Book
- Sale- assist Katelyn Olson as needed with Sale information
- Arrange with Kaylee Kerbs for photos for Fair Week
- Grants
- Rate of Gain Winners
- Thank you for the newspaper at the end of fair
- Website- Maintain good working relationship with Waves Web Design, Casper, WY for the maintenance and running of the Website