

# Bonner County Job Description



**Title:** Fairground Office Manager  
**Department:** FAIR  
**Supervisor:** Fair Director  
**Supervision Exercised:** Part-Time Fair Help and Volunteers  
**Wage Grade:** 10  
**Job Description Revision:** 06\_14\_2017  
**Number of Vacancies:** [for recruitment use]  
**Open Date:** [for recruitment use]    **Close Date:** [for recruitment use]

<b>Posting Title</b>	Office Manager/Administrative Assistant II
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<b>General Summary</b>	<p><b>Summary:</b> Provides a variety of office administrative duties and assistance to the Fair Director for all event coordination associated with the county Fair Ground operations and activities including the Annual County Fair. Serves as Office Manager and front-office receptionist in greeting and appropriately directing or providing information to members of the public and users of the fairgrounds both in person and over the phone. Books and assigns rental stalls and camping spaces for travelers and assists with booking contracts. Assists Fair Director in training and supervising superintendents and volunteers for various jobs. Assists the Fair Director in efficient grounds management throughout the year. Full Time 40 hours per week.</p> <p><b>Other Information:</b> This position provides office management functions to the department. Work involves a variety of recurring situations with occasional variances from the norm where management level decisions or regular judgment is required to apply standard practices and decision-making within clearly defined parameters. Work typically requires some complexity under infrequent supervision. Communicates heavily with others inside the department, and regularly with customers of the fairgrounds. Work has a distinct impact on the operations of the fairgrounds and their facilities which may impact users of the fairgrounds, with some potential for overriding impact to the reputation of the County. Typically involves intermittent stress during busy seasons. Does not typically require travel outside the local area, but regularly involves travel to attend training. Job requires ability to drive and operate vehicles when necessary.</p>
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<b>Essential Functions</b>	<ul style="list-style-type: none"> <li>• Greets people in person at the front desk or over the phone. Answers inquiries regarding service provided, and directs callers or visitors to the appropriate resource or individual for inquiries that go beyond the job scope or knowledge of the employee. Takes and routes messages appropriately for employees absent or unavailable. Conducts office in a professional manner.</li> <li>• Performs a variety of administrative clerical duties for the Fair and fairgrounds including responding to requests for information or other correspondence; Supply management.</li> <li>• Management of database and software updates and maintenance of programs to improve the efficiency of programs. Manages SHOWWORKS fair data program recording all exhibitors, names, addresses, and emails for all fair exhibitors and some accounting. Training others as needed on fair programs.</li> <li>• Updates Fair website as needed.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Manages calendar and schedule including all events and activities.</li> <li>• Collects monies for fees, rental charges and other determined fees. Bookkeeping.</li> <li>• Manages the entry and registration process for all vendors, fair exhibitors and booth tenants.</li> <li>• Volunteer, Sponsor, Judge and Superintendent Coordination. Event Coordination.</li> <li>• Coordinates the schedules and accommodations for Fair judges. Ensures that superintendents and judges have all necessary resources.</li> <li>• Manages contracts, permits (including parking), etc</li> <li>• Coordinates paperwork and contracts required to rent the fairgrounds facilities. Ensures that all submitted forms are complete and provide all necessary information needed.</li> <li>• Performs all other duties as necessary.</li> </ul>

<b>Secondary Functions</b>	<ol style="list-style-type: none"> <li>1. May work as Liaison to Fair Board, Extension Office etc.</li> <li>2. May in absences of Fair &amp; Facility Director incumbent has Training to do Munis payroll, attend Department Head meeting, Training Meetings</li> </ol>

<b>Specifications</b>	<ol style="list-style-type: none"> <li>1. Sufficient combination of knowledge, skills and abilities so as to competently perform the essential functions of the job. High school diploma required with additional post-high school training courses in business or bookkeeping highly preferred. Computer training is essential.</li> <li>2. Three to five years experience in events coordination or other related experience as needed to perform the essential functions of the job.</li> <li>3. Working knowledge of the 4-H program as well as the processes involved in planning and coordinating the County Fair.</li> <li>4. Must possess a current driver's license with history of good driving record.</li> <li>5. Must possess good work habits and the ability to perform set instructions as directed.</li> <li>6. Ability to work under intermittent stress created by deadlines and events.</li> <li>7. Ability to follow directions, work in an effective and professional manner and develop effective working relationships with co-workers, supervisor, and general public.</li> <li>8. Ability to communicate effectively, both orally and in writing. Ability to coordinate to a variety of volunteers, employees, department heads, and other users of fairgrounds facilities to successfully coordinate events.</li> <li>9. Ability to develop and maintain harmonious working relationships with others both inside and outside the organization.</li> <li>10. Must be able to type 45-50 words per minute; must have considerable knowledge of Microsoft Office, Word and other software applications. Must have considerable knowledge of operation of standard office machines.</li> <li>11. Experience in fair data software such as SHOWWORKS preferable.</li> <li>12. Ability to perform general math and reading skills as needed to perform essential functions.</li> </ol>
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<b>Working Conditions</b>	Ability to perform those physical activities necessary to complete the essential functions of the job, either with, or without reasonable accommodation. Requires continual communication (hearing and talking) and standing; frequent fingering, grasping, walking, and repetitive motions. Requires regular lifting, pushing, pulling and carrying up to 25 pounds with occasional weights over 50 pounds. Requires good general vision. May be required to work odd hours and be on call as needed during various periods of the year as needed or assigned. Includes standing, stooping, sitting, and reaching as a regular part of physical activities. Mental application utilities, memory for details, ideas, and written/verbal communications, criticalthinking, guided and creative problem solving. Work is typically performed both indoors and outdoors, requiring frequent exposure to weather and inclement conditions.
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<b>Disclaimer</b>	This job description is not an employment agreement or contract and management reserves the right to modify when necessary per Bonner County policy. Bonner County is an At Will employer. right to modify when necessary per Bonner County policy.
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I have reviewed and agree this Job Description accurately reflect the current responsibilities of my position. I also acknowledge that it will be placed in my Personnel File.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please Print Name: \_\_\_\_\_