



UMATILLA COUNTY POSITION DESCRIPTION



Department: Fair
Position Title: Administrative Aide

Employee Name: _____

Effective Date: _____

Job Series: _____ **Salary Range:** R14
Union Covered: Yes **BOLI Exempt:** No

GENERAL DESCRIPTION OF POSITION

This position is responsible for administrative and clerical support related to the operation and management of the Umatilla County Fair and provides direct support to Umatilla County Fair Manager and the Umatilla County Fair Board. Principal duties involve maintaining accurate financial records and submitting billings and financial reports as required. The person in this position provides direction to temporary staff members during the annual fair. Additional duties include maintaining accurate organizational records and meeting minutes, providing a responsive and client friendly office atmosphere, answering telephone, creating and maintaining electronic forms and databases, responding to email correspondence and serving as liaison regarding functional aspects of all fair activities.

SUPERVISORY RELATIONSHIPS

The Administrative Aid is under direct daily supervision of Umatilla County Fair Manager in collaboration with the Fair Board and its specific Directors and falls under the general supervision of the Commissioner assigned liaison and the Umatilla County Fair Board.

PRINCIPAL DUTIES OF POSITION

- Maintains accurate financial records and procedures required for effective and efficient operation.
 - Maintains effective communication with County Finance department. (EE)
 - Processes sales transactions, performs daily cash reconciliations while maintaining accurate financial records.
 - Receipts all fees and prepares cash/checks for deposit.
 - Submits billings and financial reports as requested.
 - Maintains accounts receivables and accounts payables records.
- Prepares and maintains fair related activity data supporting effective and efficient operations. (EE)
 - Develops and maintains current fair records and enters data into multiple databases for all fair activities.
 - Schedules and posts required meeting notices.
 - Develops requested materials and/or reports supporting meeting agenda items.
 - Assists in preparation of Fair board and associated committee meetings and maintains meeting records.

- Attends and takes minutes at all Fair Board meetings and prepares minutes for distribution. (EE)
- Maintain web-based pages and forms associated with the organization.
- Maintains paper filing system.
- Assist supervisor in requesting and obtaining proposals for contracted services.
- Provides coordination and support associated with participation in Oregon Fairs Association (OFA) activities.
- Maintains office supplies and equipment and perform day to day clerical duties.
- Provides friendly, effective and responsive office atmosphere.
 - Provides proactive communications with Fair Board Membership. (EE)
 - Assists in supervision and support of temporary office staff and volunteers during the annual Umatilla County Fair.
 - Coordinates the required approval of scheduled services or contract authorizations through other County departments.
- Assist in coordination and conduct of special events and fair programs. (EE)
 - Coordinates revisions, approval and distribution of fair related forms and contracts.
 - Serves as contact person for vendors, judges and superintendents with appropriate communication and approvals from Supervisor.
 - Sells tickets/passes as required for fair activities.
 - Annually confirm and update recipient lists for mailings and invitations.
 - Maintain inventory records and assists in ordering of awards, ribbons and other required items and materials.
 - Coordinates the design and revision of printed tickets, passes and other items for all fair related events.
 - Maintain exhibitor records in fair related software and on-line entry system, in addition to traditional paper driven registration.
 - Coordinate premium payment processes and maintain associated records.

OTHER DUTIES OF POSITION

- Other duties as assigned

REQUIREMENTS FOR POSITION

- High School Diploma/GED and Valid Oregon drivers' license required.
- Education or experience in office procedures, office etiquette, basic accounting, bookkeeping and cash handling is preferred.
- Shows initiative and self-motivation and has ability to interact effectively and professionally with customers, staff, volunteers, the general public and other County employees.
- High level of proficiency in written and oral communications.
- Excellent computer skills including word processing, spreadsheet and accounting software. (MS Excel, Word, Publisher and web-based point of sale (POS) systems such as SQUARE. Along with use of hand-held devices such as tablets and smart phones. Strong working knowledge of Excel, internet and social media platform navigation skills.
- Ability to prioritize work assignments, take initiative and multi-task with minimum supervision.

SPECIAL QUALIFICATIONS

PHYSICAL DEMANDS

The physical demands described here 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 job functions.

While performing the duties of this job, the employee is frequently required to walk, sit, bend, talk and hear. The employee is required to use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.

The employee may occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability and adjust focus.

TOOLS AND EQUIPMENT USED

Computer, including word processing, data base, Internet, and spreadsheet programs; calculator, telephone, copy machine and fax machine.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee works in an office environment; the employee occasionally works in outside weather conditions. The noise level in the work environment is usually quiet.

At certain times throughout the year the office may become noisy and chaotic as foot traffic, work load and phone calls increase significantly.

This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related to, or logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee's Signature/Date