

SUMTER COUNTY ADMINISTRATION ASSISTANT POSITION

Position Title: Fair Board Administration Assistant

Salary Range: \$30,000 - \$50,000 per year

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

- Markets the annual County Fair
- Provides publicity and information as required
- Help prepare and administers the annual fair fund budget with the help of the treasurer and budget committee.
- Plans and implements annual maintenance and physical improvement projects at the fairgrounds with the direction of the board.
- Manages all other assigned personnel including: youth, volunteers and County Jail Inmates.
- Identifies opportunities for grants, writes grant proposals and secures grants for operation of the fair and the fairgrounds.
- Assures and manages fiscal and other compliance needs with grant requirements.
- Manages, coordinates, promotes, publicizes and produces the annual County Fair.
- Attends Fair Board Meetings and other meetings as directed, including state, regional and community meetings as well as association meetings and trainings as they pertain to the fair and its operations.
- Acts as the Fair Board Administrative Assistant.

- Acts as liaison between the Fair Board and other county youth development organizations (4-H and FFA)
- Prepares correspondence, report and documents for the Fair Board.
- Completes other duties as assigned.

Job Specification

KNOWLEDGE OF:

- Generally accepted accounting practices and county fiscal procedures.
- Public accounting procedures
- Applicable ordinances and regional resources.

SKILL IN:

- Operate computer and software necessary to perform the requirements of the job including but not limited to current Microsoft Windows Operating System, with a strong knowledge of Outlook, Word and Excel.
- Project a positive, professional image for self and Sumter County.
- Planning and organizing.
- Personnel and facility management.
- Public relations, organization, leadership and time management.

ABILITY TO:

- Interact with the public and private businesses in a courteous, tactful and firm manner.
- Establish and maintain cooperative working relationships with contractors, colleagues and the public contacted in the course of work.
- Communicate effectively, both orally and in writing.
- Attend work as scheduled and/or required.

- Ability to communicate verbally and in writing suitable for a management level position.
- Ability to make independent decisions in accordance with established guidelines; to use initiative and judgement in carrying out tasks and responsibilities with limited instructions and guidance.

PREFERRED QUALIFICATIONS

THE RIGHT CANDIDATE SHOULD BE HIGHLY ORGANIZED WITH A PROVEN TRACK RECORD OF SALES AND MANAGEMENT IN THE FACILITY/HOSPITALITY INDUSTRY.

- Experience in facilities maintenance.
- Familiarity with 4-H and FFA programs.
- Must be able to successfully pass a background check and drug test.

This job description/posting describes the general purpose and responsibilities assigned to this job and is not an exhaustive list.

SALARY AND BENEFITS

Salary: \$18.00 per hour

Part time May 1st – October 31st hours per week 24

Full time November 1st – April 30th hours per week 40

One week paid vacation after 90 day probation period

Five paid holidays: New Year's Day, July 4th, Labor Day, Thanksgiving, Christmas