ADMINISTRATIVE ASSISTANT

CLARK COUNTY EVENT CENTER at the Fairgrounds

JOB PURPOSE AND SUMMARY

Fairgrounds Site Management Group (FSMG), producers of the Clark County Fair and managers of the Clark County Event Center, seeks to hire a full-time Administrative Assistant. Under the direction of and reporting to the Managing Director of Events, this non-exempt, at-will position exists to provide administrative services and offer support for the Clark County Fair and Clark County Event Center. This position is expected to work 40 hours per week, 8 hours per day, Monday - Friday, except as listed in the Minimum Requirements section.

RESPONSIBILITIES

- Greet and direct customers.
- Answer incoming public phone calls. Transfer or refer calls to proper sources, or take messages, as applicable.
- Provide venue information and specific event information relating to the Clark County Fair and the Clark County Event Center.
- Provide administrative and clerical support for the Clark County Fair and Clark County Event Center.
- Play an active role in developing and preparing the annual Exhibitor Guide and maintain communication with Clark County Fair Superintendents, board members, staff, and volunteers.
- Maintain, update, and edit forms relating to the Clark County Fair.
- Track the completion of forms relating to the Clark County Fair and provide forms to appropriate staff members.
- Issue contracts for Clark County Fair judges, maintain Judges' Handbook, and reconcile Judges' Pay Sheets.
- Use the Fair Entry software to assist Superintendents and Exhibitors with their department information and entries into the annual Clark County Fair.
- Attend monthly meetings of the Clark County Fair Association Board of Directors outside office hours.
- Prepare and organize meeting agendas, capture key discussions, decisions, motions, and action items during meetings, and draft meeting minutes.
- Maintain board member records including terms of service, term expiration dates, meeting attendance and committee assignments.
- Participate in meetings as needed with County, FSMG, and others. Meetings may be held outside office hours.
- Assist with specific projects, as requested, and act as an on-site assistant for the Clark County Fair.
- Be a part of the FSMG team and work to achieve the success of the organization.

KEY OR TYPICAL TASKS AND RESPONSIBILITIES

- Operate office equipment including multi-line phone system, copy machines, fax, postage metering, computers and printers.
- Use Microsoft Suite of programs (Excel, Outlook, Word, Teams) and other software, as necessary.
- Receive and distribute incoming mail and packages.
- Receipt payments as they are received.
- Complete daily reconciliation of cash register and receipts.
- Handle customer service inquiries and requests.
- Prepare correspondence, contracts, letters and notifications.
- Compile, verify, and maintain directories and other information from data collected and maintained by the Administration Office.
- Assist in the maintenance of general and technical files and records (e.g. Fair board packets and minutes, etc.)
- Provide general office assistance.
- Perform other duties as required.

MINIMUM REQUIREMENTS

- High school education, GED or equivalent.
- May be required to work flexible schedules, extended hours, evenings, weekends, and holidays to match event schedules and needs.
- During the annual Fair this position is expected to be available for all days of the Fair and to work extended hours.

Language Skills

- Ability to communicate verbally and in writing in English.
- Ability to write reports and business correspondence.
- Ability to effectively present information and respond to questions from groups, clients, customers and the general public.

Reasoning Ability

- Ability to define problems, collect data, establish facts and draw valid conclusions.
- Ability to interpret an extensive variety of instructions and deal with several abstract and concrete variables.

Other Skills, Abilities and Requirements

- Ability to learn to use new computer software.
- Excellent organizational skills working with several projects at once.
- Must be available at times other than normal business hours.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

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 accommodation may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to stand; walk; sit; use hand to finger, handle or feel objects, tools or controls; reach with hands and arms; climb or balance; and stoop, kneel or crouch. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally subject to loud noise during certain events.

WAIVER

FSMG reserves the right to waive any of the minimum qualifications for those applicants whose general or specific qualifications would otherwise qualify the applicant for the position.

Equal Opportunity Employer

The Fairgrounds Site Management Group is a private, not-for-profit organization. FSMG practices nondiscriminatory treatment at all times in all respects to all persons without regard to race, color, religion, sex, age, sexual orientation, physical handicap or national origin.