



Dakota County Fairgrounds Job Description

Title: Administrative Assistant

Department: FAIR OFFICE

Supervisor: Office Manager

Supervision Exercised: None

Job Description Revision: January 30, 2024

General Summary:

Provides a variety of clerical and secretarial assistance to the Office Manager for all activities associated with the County Fair or other usage of the fairgrounds during the year. Serves as front-office receptionist in greeting and directing or providing information to members of the public and users of the fairgrounds both in person and over the phone. Assists Office Manager with training superintendents and volunteers for various jobs. Assists the Office Manager in efficient grounds management throughout the year.

This position requires general clerical and receptionist functions to the department. Must have a valid driver's license. Applicant must be able to lift a maximum of 50 pounds.

Background check will be performed.

Essential Functions:

The essential functions include, but are not limited to, the following duties and responsibilities which are not listed in any particular order of priority and may be amended or added to by the Office Manager with the approval of the Fair Board at any time.

1. Greets people in a professional manner 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. Take and route messages for employees absent or unavailable.
2. Accept monies for fees, rental charges and other determined fees and taxes. Accept entry forms open class entries and answer questions regarding the open class departments. Provides vendors with guidelines and rules to abide at the fair.
3. Performs a variety of clerical duties for the Dakota County Fair and Fairgrounds; responds to requests for information or other correspondence, produces labels and forms, creates awards certificates, ads, flyers, posters, and other materials needed for the Dakota County Fair.
4. Ensures effective confidentiality of important matters.
5. Works outside when needed in gardening, painting projects, and assists with event clean-up.
6. Performs all janitorial jobs required before and after many events.
7. Maintains a clean and professional office area.

8. Assists with entertainers and contests during the Dakota County Fair.
9. Oversees the open class program set up and gets all changes to the premium book implemented into the program.

Secondary Functions:

1. Assists in preparation activities as assigned by the Office Manager to establish assistance for the Dakota County Fair.
2. Works with Office Manager and the Extension Office to accommodate 4-H activities at the fairgrounds.
3. Assists other employees in maintaining a clean and orderly work environment.
4. Performs all other duties as assigned.

Specifications:

1. High school diploma or equivalent required. Two Years' experience in Computer skills in Word, Publisher, Excel, and Power Point are required.
2. Must possess good work habits, the ability to perform set instructions as directed, good communications skills with the public and within the office.
3. Ability to work under intermittent stress created by deadlines and events.
4. Ability to follow directions, work in an effective and professional manner and develop effective working relationships with co-workers, supervisor, and the general public.
5. Ability to communicate effectively, both orally and in writing.
6. Ability to perform general math and reading skills as needed to perform essential functions.

Working Conditions:

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 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.

Disclaimer:

This job description is not an employment agreement or contract, and management reserves the right to modify, when necessary, per Dakota County Fair policy.

Sign upon Hire or Transfer:

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: _____