

LATAH COUNTY JOB DESCRIPTION

JOB TITLE: Production Specialist

DATE LAST REVISED: March 31, 2023

DEPARTMENT: Fairgrounds

REPORTS TO: Fair Director

Open Position Posted: February 6, 2024

Position Open Until Filled

This is a 3/4-time position at the Latah County Fairgrounds with a very flexible schedule depending on the needs of the Fairgrounds and Events Center, and the desires of the selected candidate. Some work weeks will be at around 20 hours per week, and other weeks will be full time.

Salary Range: Hourly: \$19.63 to \$21.28 DOE

Starte Date: Anticipated start date is no earlier than March 25, 2024 but may be flexible depending on the needs of the Events Center and selected candidate.

JOB SUMMARY

Provides clerical, event planning, and reception support for the Latah County Fair and Events Center. Aids the Director in all duties related to the Fair and Events Center. Position involves high degree of communication with the public and high degree of attention to detail.

DUTIES AND RESPONSIBILITIES

Essential

- Creates events contract and invoices, prepares, and tracks Fair-related vendor contracts.
- Greets patrons coming into office or calling by telephone, responds to routine questions by providing accurate information, and relays accurate messages or forwards to Director.
- Maintains the office filing systems (in-office and computer) to ensure all files are updated.
- Collects and inputs data (contracts, applications, forms) on computer.
- Creates database, spreadsheets and maintains accurate mailing lists for mass communications as needed.
- Assists Director in planning and implementing Latah County Fair.
- Assists with Events Center scheduling, event preparation, and event production
- Provides technical information and training to volunteers.
- Maintains confidentiality.
- Operates office equipment including computer, photocopy and fax machines, calculator and a variety of other equipment.
- Designs flyers, brochures, signs, and notices using desktop publishing.
- Networks with business and agencies for fund-raising and sponsorships of Fair Awards.
- Work extended hours before, during, and after Fair.
- Work some nights/weekends as an on-call for large events.

Additional

- Collects fees and awards from the public and writes receipts.
- Housekeeping duties to include but not limited to restrooms, floors, kitchen, sidewalks and parking lot.
- Assist with event set-up and cleanup
- Assist with grant applications and grant reports
- Perform other duties as needed or assigned.

QUALIFICATIONS

- High school degree or equivalent plus one (1) year additional experience in related position.
- Computer competencies to perform office functions efficiently and accurately using Word, Excel, Access, Publisher, Outlook, and social media channels
- Excellent written and verbal communication skills.
- Ability to convey and receive detailed information through oral and written communications
- Ability to prioritize multiple tasks and problem solve.
- Must show attention to detail.
- Able to work with little supervision and be a self-starter.
- Valid driver's license.

TYPICAL PHYSICAL REQUIREMENTS

- Sitting with intermittent moving in an office environment, lifting of office supplies, talking and hearing (in person and on telephone).
- Manual dexterity to perform office functions (e.g., typing, filing, collating, operating office machines).
- Lifting (occasionally up to 50 pounds), climbing, stooping, kneeling, grasping, reaching and walking.

TO APPLY: Complete the standard Latah County Employment Application and submit the application, resume', and a cover letter addressing how you meet the responsibilities and qualifications for the position.

Completed applications and supporting documents can be turned into the Latah County Fair and Events Center Office either in-person or via electronic submission to jlogan@latahcountyid.gov

Questions about the position or the application process can be directed to Jim Logan, Fair Director.