



**COUNTY OF SONOMA (CA)
INVITES APPLICATIONS FOR THE POSITION OF:**

Fairgrounds Exhibit Assistant

An Equal Opportunity Employer

SALARY

\$21.85 - \$26.55 Hourly \$1,753.98 - \$2,131.27 Biweekly \$3,800.30 - \$4,617.75 Monthly
\$45,603.57 - \$55,413.04 Annually

OPENING DATE: 11/16/17

CLOSING DATE: 12/04/17

THE POSITION

Grow your fairgrounds/exhibit career with the Sonoma County Fair and Exposition.

Become our next Fairgrounds Exhibit Assistant!

Starting salary up to \$4,617/Mo.* (\$55,413/Yr.)



The Fairgrounds Exhibit Assistant supports the planning, organization, and coordination of the Sonoma County Fair Premium Exhibit Program. Working in the Premium office, their daily office routine includes dealing with exhibitors, exhibits, and judges regarding various scheduling and award details. Responsibilities also include preparing meeting agendas and minutes; livestock auction invoicing, ledger reconciliation, and bank deposits; contracts, bids, and agreements; and preliminary statements of premiums and statements of premiums paid. Ideal candidates for the position will possess:

- Years of experience working on major shows in a district/county fair
- An understanding of fair practices and procedures
- Knowledge of livestock breeds, classifications, and judging standards
- Strong clerical and data entry skills, with a high degree of attention to detail
- Excellent oral and written communication skills, with the proven ability to tactfully communicate with a wide variety of stakeholders and clientele
- An Associates Degree or equivalent

Over the past 75 years, the Fair has grown to become one of the most popular in the state. Famous for its top quality horse racing, stunning flower show, and constant innovation in family entertainment, the Fair continues its unswerving commitment to showcase and provide education on the wealth of our agricultural community. The Fairgrounds Exhibit Assistant position is an exciting opportunity to continue this commitment and contribute to the

community.

What makes Sonoma County a great choice

In addition to generous starting pay, expansive opportunities for growth and development, being part of a challenging and rewarding work environment that offers continuous training and education, and the satisfaction of knowing that you are working to better the communities of our region, you can look forward to some excellent benefits*, including:

- A cash allowance of approximately \$600 per month
- An annual Staff Development/Wellness Benefit allowance up to \$500
- Competitive vacation accruals, 11 holidays per year, and accommodating sick leave accruals
- Significant County paid premium contribution to several health plan options
- County contribution to a Health Reimbursement Arrangement to help fund post-retirement employee health insurance/benefits
- Eligibility for a 5% salary increase after 1040 hours (6 months when working full-time) for good work performance; eligibility for a 5% salary increase every year thereafter for good work performance, until reaching the top of the salary range

*Salary is negotiable commensurate with experience, salary history, and requirements. Benefits described herein do not represent a contract and may be changed without notice.

When you join the County of Sonoma, you'll also have the freedom to explore the beauty of our county; with its picturesque coastline, majestic redwoods, historic towns, fine dining, award winning wineries, and a wide variety of entertainment and cultural activities. Please visit www.sonomacountyconnections.org and www.santarosachamber.com for additional information about the community.

The formal title of this position is Fairgrounds Premium Exhibit Assistant. An employee in this position is an employee of the Sonoma County Fairgrounds, which is a separate entity from the County of Sonoma, and not within the Sonoma County Civil Service System. This employment list may also be used to fill future full-time, part-time, or extra-help (temporary) positions as they occur during the active status of the list. ***County employees who wish to be considered for future positions should consider applying to this recruitment.***

APPLICATION SUBMISSIONS REQUIRE THE SUPPLEMENTAL QUESTIONNAIRE BE COMPLETED.

MINIMUM QUALIFICATIONS

Education: The ability to read and write English and perform mathematical calculations for satisfactory job performance. Course work in office procedures and agriculture is desirable.

Experience: Any combination of training and experience which would provide an opportunity to acquire the knowledge and abilities listed. Normally, two years of practical work experience in an office environment involving major shows or exhibits in district or county fairs or related activities would provide such opportunity.

Special Qualification: The ability to type at a corrected rate of 45 words per minute.

License: Possession of a valid driver's license at the appropriate level including special endorsements, as required by the State of California, may be required depending upon assignment to perform the essential job functions of the position.

KNOWLEDGE, SKILLS, AND ABILITIES

Considerable knowledge of: standard fair practices, procedures and diversity of fair activities; the purpose and preparation of diversity of forms and documents; English grammar, vocabulary, spelling, punctuation, and composition.

Working knowledge of: basic mathematics; methods and techniques used in researching, proofing, evaluating, gathering, organizing and arranging data.

Knowledge of: breeds and classifications of livestock in the exhibits program; methods and problems involved in presenting shows and exhibits; judging qualifications for livestock and other standard fair entries.

Ability to: understand and apply specific rules, codes, regulations, procedures, policies, and precedents; select, interpret and explain regulations and procedures to others; follow written and oral instructions; locate, identify and correct technical inaccuracies; work independently in performing assignments and in resolving problems and deviations; use independent initiative and discretion in organizing work and carrying out instructions; distinguish breed characteristics in livestock and classify animals for preparation and judging fair time; deal tactfully and effectively with officers and representatives of various organizations and with the general public; oversee and monitor the work of a large number of temporary fair employees engaged in monitoring buildings; establish, organize and revise the maintenance of department files; research, proof, evaluate, gather, organize and arrange a diversity of information; independently research and prepare correspondence in answer to inquiries about department records, programs, services and responsibilities; maintain and process a variety of records and transactions; make accurate and rapid mathematical calculations; operate office equipment to include electronic data processing terminals, typewriters, calculators, and reproducers; type a variety of material to include graphs, charts, statistical statements, specifications, purchase orders, reports and standardized forms.

SELECTION PROCEDURE & SOME HELPFUL TIPS WHEN APPLYING

- Your application information and your responses to the supplemental questions are evaluated and taken into consideration throughout the entire selection process.
- You should list all employers and positions held within the last ten years in the work history section of your application and should be as thorough as possible when responding to the supplemental questions.
- You may include history beyond ten years if related to the position for which you are applying. If you held multiple positions with one employer, list out each position separately.
- Failure to follow these instructions may impact your competitiveness in this process or may result in disqualification.

Please visit [Getting-a-Job](#) with the County of Sonoma to review more detailed information about the hiring process, including the application process, examination steps, and department selection process.

APPLICATION SUBMISSIONS REQUIRE THE SUPPLEMENTAL QUESTIONNAIRE BE COMPLETED.

Responses to supplemental questions will be scored using position-specific criteria. Please provide specific and detailed responses of a reasonable length to allow for thorough assessment of your qualifications. Responses which state "See Resume" or "See Application" may be considered insufficient and therefore may not be scored.

The selection procedure will consist of the following examination:

An **Application & Supplemental Questionnaire Appraisal Examination** (weight 100%) will

be conducted to evaluate each applicant's application and supplemental questionnaire for satisfaction of minimum qualifications (pass/not pass); and for educational coursework, training, experience, knowledge, and abilities which relate to this position. Each applicant will be evaluated based on the following criteria:

- Relevance of work history, related experience, and achieved level of education and/or training as described in the application and responses to the supplemental questions.

Candidates demonstrating possession of the minimum qualifications will be placed on an employment list in order of most qualified to least qualified based on the achieved score received in the Application & Supplemental Questionnaire Appraisal Examination. Scores may be adjusted based on such factors as number of candidates, anticipated vacancies, past practice, and natural breaks in the scores achieved by this group of candidates.

ADDITIONAL INFORMATION

A background investigation is required prior to employment. Candidates referred to departments for a selection interview are typically required to sign authorization and release forms enabling such an investigation. Failure to sign prescribed forms will result in the candidate not being considered further for that vacancy. Reference information will not be made available to applicants.

Additional requirements, such as successful completion of a physical exam, drug screen, etc., may apply, depending on the duties and responsibilities of the position. If you receive a conditional job offer for the position, the requirements upon which the offer are contingent will be outlined in the conditional job letter. You may also review the [Job Classification Screening Schedule](#) to determine the requirements for this position.

HOW TO APPLY

Applications are accepted on-line at: www.yourpath2sonomacounty.org. Paper applications may be submitted by person, fax (707-565-3770), email, or through the mail. All applications and appropriate supplemental information as outlined in the job bulletin must be RECEIVED by the time and date specified on the first page of this job announcement. Applications received after the recruitment closes will not be accepted.

The County of Sonoma prioritizes and is committed to continuously providing a workplace where equal employment opportunity is afforded to all people. Please view the County's [Equal Employment Opportunity Policy](#) for further information.

HR Analyst: CG
HR Technician: RR

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:
<http://www.yourpath2sonomacounty.org>
OR
575 Administration Drive, Suite 116B,
Santa Rosa, CA 95403

EXAM #17/11-0757-O
FAIRGROUNDS EXHIBIT ASSISTANT
CG

Fairgrounds Exhibit Assistant Supplemental Questionnaire

- * 1. To the best of your knowledge, is your typing speed 45 WPM or greater? (Your typing speed may be tested as part of the department selection process, which occurs prior to appointment.)

Yes No

- * 2. Please describe your relevant coursework/degrees and include the names of related courses completed, the number of units earned, and the name of the accredited college or university.

- * 3. Please describe your office experience working on major shows or exhibits in district/county fairs or related activities.

- * 4. Please describe your experience presenting and/or judging livestock shows and exhibits.

- * 5. Please describe your experience explaining rules, ideas, concepts, or unwanted news to an angry and/or upset customer(s). Provide specific details regarding the nature of the problem, who the customer was (e.g., a member of the public, a representative of another company/department/agency, etc.), the approach you took, and the outcome.

- * 6. Please describe your degree of proficiency (beginner, intermediate, advanced) using the following programs. Provide an example of how you have used each program that best demonstrates your level of proficiency.
 - Word
 - Excel
 - Outlook
 - PowerPoint
 - InDesign
 - Exhibits Entry Software (i.e. ShoWorks, Blueribbon, etc.)
 - Other (please list)

- * 7. How did you first learn about this opportunity?
 - Association of Bay Area Governments (ABAG)
 - California State Association of Counties (CSAC)
 - CalJobs
 - College or University
 - Craigslist Sacramento
 - Craigslist
 - Employee of Sonoma County
 - Facebook
 - GovernmentJobs.com
 - Hispanic Chamber of Commerce of Sonoma County
 - Indeed
 - International Association of Fairs and Expositions
 - Job Fair
 - Jobs Available
 - La Voz
 - Latino Service Providers
 - Minority Organization or Group
 - Monster

- Press Democrat
- sonoma-county.org/www.yourpath2sonomacounty.org
- Sonoma County Human Resources Office
- Sonoma County Job Line
- Twitter
- Veterans Services Office
- Western Fairs Association
- Women's Organization or Group
- Other Internet Site
- Other Publication

* Required Question