

**OKANOGAN COUNTY COMMISSIONERS
RESOLUTION 3 - 2023**

A resolution reclassifying Fairgrounds Administrative Assistant

WHEREAS, Section 3.1 of the Okanogan County Personnel Manual provides that a classification system inventorying the duties and responsibilities of each position shall group individual positions into classifications based upon the similarities in job duties and responsibilities; and

WHEREAS, the Board of County Commissioners recognizes the necessity to reclassify the Fairgrounds Administrative Assistant position; and


WHEREAS, due to the complexity of the work that is being performed, a grade change is warranted; and

WHEREAS, it is the desire of the Board of County Commissioners to provide adequate services and support to the citizens of Okanogan County.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Okanogan County Commissioners that effective 01/01/2023, the Fairgrounds Administrative Assistant position grade 12 is hereby changed to a grade 14.

ATED at Okanogan, Washington this 3rd day of January 2023.

**BOARD OF COUNTY COMMISSIONERS
OKANOGAN, WASHINGTON**



Andy Hover, ~~Chairman~~

vice chairman

Approved remotely


Chris Branch, Member *chairman*



Jon Neal, Member

ATTEST:





Laleña Johns,
Clerk of the Board



POSITION DESCRIPTION

TITLE: **Fairgrounds Administrative Assistant**
 (part-time position 20 hours per week, full-time July 1 thru Oct 1)

Scope of Responsibility: Under the direction of the Okanogan County Fairgrounds Manager, performs a wide variety of routine and defined activities involving clerical duties in support of the Okanogan County Fairgrounds and Facilities. (Scheduled shifts may vary. Attendance during Fair week is a requirement.)

Supervisory Responsibility: This position has no assigned supervisory responsibility. However, may serve in a “lead” role to other clerical staff/volunteers.

Essential Functions/Typical Duties:

- Performs clerical and administrative functions in support of the Okanogan County Fairgrounds.
- Schedule reservations of fairground facilities to include preparing, receiving and processing facility use agreements and payments.
- Update Fairgrounds website and calendar as needed, to reflect current reservations and events.
- Complete tasks and duties needed for Maintenance staff to appropriately prepare and plan for event and clean up duties.
- Complete pre-check appointment with renters and after event walk thru to properly establish rules and evaluate for damage deposit refunds, if appropriate.
- Schedule table and chair reservations and complete proper paperwork, payment and receipting.
- Schedules table cloth rentals, keeping inventory and insuring cleanliness.
- Responds to public inquiries either verbally or in written form, giving information about the fairgrounds.
- Directs all Fair inquiries to the appropriate Fair Advisory Committee Members or Superintendents.
- Assists in maintaining inventory records and purchases office supplies when needed.
- Tabulates and keeps a variety of records and rosters for proper auditing and receipting purposes.
- Assists RV Park users with check-in, facility use, park policies and procedures.
- Oversees Camp Host during RV Park open season.
- Collects fees and submits for deposit with the Treasurer’s Office for Fairgrounds.
- Assists in preparation of the department annual budget session.
- Update Fairgrounds Social Media platforms and media sites to keep County residents updated as needed.
- Maintain clean, orderly front office area for visitors to feel safe and welcome.
- Check mail daily.
- Complete daily deposits and cash drawer audit.

- Helps the Fair Advisory Committee and BOCC during Fair week.
- Keeps organized filing/record keeping for all forms, applications, contracts, receipts, agreements, and other documents for easy reference throughout the calendar year.
- Files away previous year documents in an orderly manner for easy reference when needed.
- Creates spreadsheets for all applications and contracts that are turned in to the office.
- Maintains all office equipment and insures it is all in working order.
- Helps coordinate Winter Storage, including contracts, receipting, placement and payments.
- Helps coordinate Stampede Week Parking and Facility usage, including contracts, receipting, placement and payments.
- Other duties as assigned.

Minimum Qualifications:

- Requires knowledge of the field of assignment sufficient to perform thoroughly and accurately the full scope of responsibilities as illustrated by examples in the above description of duties.

Desired Qualifications:

- High School diploma or the equivalent.
- Three years of clerical or customer service.
- Proficiency with word-processing, spreadsheet, accounting, and email applications.
- Possession of a valid Washington State Drivers' License.
- Cash Handling Experience

Knowledge, Skills and Abilities:

- Ability to appear for scheduled work with regular, reliable, predictable and punctual attendance and complete assigned tasks within the prescribed timeframes.
- Knowledge of business English, spelling, grammar, composition, punctuation and arithmetic.
- Knowledge of standard office practices and operation of a wide variety of office equipment.
- Ability to use tact and judgment in dealing with the public and with official of other agencies.
- Ability to operate standard office equipment.
- Ability to work with constant interruptions and manage multiple tasks with varying timelines.
- Ability to work in a team-oriented environment.
- Ability to work cooperatively with others demonstrating effective listening skills and exhibiting patience.
- Ability to communicate effectively both orally and in writing.
- Ability to understand and follow oral and written instructions.
- Ability to complete assigned tasks independently.

Physical Demands:

The working environment for this position is both indoors and outdoors and of a physically demanding nature. The duties require work outdoors in all types of weather. Requires walking on various types of surfaces including rough terrain, sitting, standing, ability to maintain balance, climb stairs, ladders and inclines, ability to kneel, bend, stoop, crouch, reach, push, pull, twist; requires a sense of touch, finger dexterity, gripping with fingers and hands, and carrying 50 pounds; ability to operate passenger vehicles, and work with chemicals, exposure to noxious weeds and plants, dust, pollens, insect stings. Requires wearing of safety glasses or goggles, rubber or plastic gloves, safety shoes and rubber boots. Follows infection control practices including hand washing techniques, standard precautions and isolation techniques.

Acknowledgements:

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload

THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR EMPLOYMENT.

Employee Signature

Date

Department Head Signature

Date

Effective Date: 01/01/2023	EEO Code: 6	Department: Fairgrounds
Dates Amended: 11/1/2022	Union: None	Division: n/a
FLSA Exempt: No	Grade: 14	Pos #: