

Fallon County Job Description

Fallon County is committed to affirmative recruitment and diversity in employment opportunity. It is the policy of Fallon County to provide equal opportunity to all persons seeking or having access to its employment, services and activities, which is free from restriction based on race, color, religion, national origin, age, gender, marital status, veteran status, sexual orientation or disability. Applicants with disabilities who need accommodation with the application or selection process should contact Fallon County Human Resources.

Job Title: Fairgrounds Office Assistant

Department: Fairgrounds

Location: Baker, Montana

Job Status: Temporary, Full-time, Non-Exempt

Reports to: Fair Manager; will also receive direction from the Fallon County Fair Board

The following temporary full-time position will work the duration of the season, including before, during and after the actual dates of the Fallon County Fair.

Job Overview:

This position will assist the Fairgrounds Manager in providing excellent customer service and support to the patrons and vendors of events at the Fairgrounds. Typical work will include but is not limited to answering phones, preparing correspondence, cleaning office or other areas as needed, assisting vendors, directing customers and answering questions about parking, events, and activities. This position will work in the Fair Office and various locations throughout the fairgrounds.

This position requires a motor vehicle driving history review.

Essential Functions:

Office Support – Greets members of the public and visitors to the Fairgrounds; answers questions and direct to appropriate persons. Answers phones, prepares correspondence and mailings using various computer programs. Utilizes Fair specific software to enter exhibits. Assists with on-line ticket sales and reconciliation. Receives monies and completes receipts. Cleans the office, bathrooms and other areas as needed. Completes special projects and errands as needed.

Customer Service – Interacts with members of the public, various event and fair patrons, exhibitors, vendors and entertainment personnel by but not limited to answering questions about event schedules, directing patrons to venues. Assists the Fairgrounds Manager to ensure all event activities occur in an effective and professional timeline and manner.

Competencies:

Adaptability, Attention to Detail, Computer Skills, Customer Service, Fairgrounds Layout, Flexibility, Initiative, Judgment, Problem Solving, Oral and Written Expression, Professionalism, Sensitivity:

This position requires excellent customer service and interpersonal skills to resolve questions and concerns using good judgment and discretion. Familiarity with Microsoft Word and Excel. Effectively interact with variety of personalities and demands of the public. Resolve questions or concerns with courtesy and respect. Familiar with physical layout of fairgrounds, vendors and exhibit halls. Willingness to work beyond routine and scheduled hours. Listen to and understand information and ideas presented through spoken words and sentences. Communicate information and ideas in speaking so others will understand.

Minimum Qualifications:

Must be a minimum of eighteen (18) years of age. A valid Montana driver license is required.

Salary Schedule:

The wage for this position is \$12.00 per hour.

Hours of Work:

This temporary position will typically work twenty (20) hours per week through the end of August. **Exceptions:** This position will work forty (40) hours per week the week of 06/05/17 through 06/10/17 and the weeks of 08/07/17 through 08/25/17: 8:00 a.m. to 5:00 p.m. During these weeks, hours may exceed forty (40) and will be compensated at time and half for overtime. The specific schedule will be determined at the time of hire and is subject to the needs and demands of the Fairground activities.

Physical and Environmental Demands:

While performing the duties of this job, the employee is regularly required to speak or hear. The employee is frequently required to stand, walk on uneven surfaces, sit, bend, and reach with hands and arms. May be required to climb or balance and stoop, kneel, crouch or crawl. May be required to lift up to fifty (50) pounds. Specific vision abilities include close and distant vision. Will work in a variety of weather conditions.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully; employees are routinely required to address emerging employer requirements in alignment with individual work units and assignments of jobs which may result in additional or a change in duties/functions not identified. This job description does not constitute an employment agreement between the employer and employee; it is subject to change by the employer as the needs of the employer change.