



WOOD COUNTY AGRICULTURAL SOCIETY

✉ office@woodcounty-fair.com

☎ (419) 352-0441

Job Description, Interim Fair Secretary

Job Overview

Location: Bowling Green, Ohio

Post Date: October 31, 2022

Employment Type: Part Time

Industry: Non-Profit

Pay Range: Compensation commensurate with experience (expected range \$12-\$15 per hour)

Reporting relationships: Reports directly to the Wood County Agricultural Society President

To Apply: Send resume and cover letter to Kyle Culp, Wood County Agricultural Society President at culp.1045@gmail.com

Summary/Objective

The duties and responsibilities of this position would be to provide a variety of secretarial, administrative and fiscal functions in direct support to the Wood County Fair Board. The basic tasks of this job include but are not limited to:

- Participates in Fair ticket sales; receiving cash and issues tickets and/or receipts as appropriate.
- Answering phones and emails.
- Greets customers/visitors.
- Performs clerical tasks.
- Other duties as assigned.

Essential Functions

Duties that must be performed to accomplish the purpose of the position include, but are not limited to:

- Effectively communicate, both orally and in writing.
- Read, comprehend, and follow simple oral and written instructions.
- Receive cash and return correct change.
- Process credit/debit card transactions accurately.
- Interact with co-workers, elected and appointed county officials, and the public in a helpful, pleasant, and courteous manner.
- Works closely with the Fair Board Chairperson in the preparation, renewal and modification of fair contracts for goods and services, entertainment, other events for fair and interim events.
- Maintains calendar for all events scheduled at fairgrounds daily. Ensures the maintenance department of the fairgrounds is informed of all events scheduled.
- Ensures correct forms are distributed and completed by entities renting fair facilities during the year.
- Sends out all commercial and food concession contracts and assists with assigning spaces for fair week.

- Completes mail processing; opens, date stamps, sorts and distributes incoming mail. Runs a postage machine and handles all outgoing mail.
- Answers and or returns all calls, voicemails and emails in a timely manner, typically within the next business day.
- Attends Fair Board Meetings. Takes minutes during Fair Board meetings and forwards notes to all interested parties (minutes to be completed the week following the meeting). Prepares and distributes meeting agenda and required attachments such as bills, sponsorships and any pertinent financials.
- Completes a variety of typical office assignments which could include copying, filing, compiling, scanning, etc.
- Keeps the Fair Board informed of department activities and operations.
- Types all confidential material for the department.
- Supervises maintenance of departmental accounts; completes expenditure reports; prepares vouchers; deposits monies received, maintains vacation, sick and compensatory records for department employees.
- Attends staff meetings and training as required.
- Maintains records for office technology such as the copier, printers, computer systems.
- Checks office supplies and equipment.
- Orders supplies and repairs as needed with Fair Chairperson approval.

Competencies

- Problem Solving/Analysis
- Organizational Skills
- Customer/Client Focus
- Results Driven
- Flexibility
- Financial Management
- Ethical Conduct
- Accuracy/Thoroughness

Preferred Qualifications:

- High School Diploma or equivalent
- 3-5 years of office experience
- Ability to use tact and judgment in dealing with the public and officials from other Agencies.
- Familiarity with fairs and Jr. Fair youth programming
- Highly organized, strong attention to detail
- Exceptional verbal, written and presentation skills; strong editing skill required.
- Ability to think independently, creatively and quickly find solutions
- Must work well under pressure, prioritize demands and remain professional in all circumstances and situations
- Thorough knowledge of accounting, bookkeeping, budget principles, and basic management practice; considerable knowledge of reporting and data gathering techniques and organization, working knowledge of modern practices and methods of office management and supervision.
- Ability to type and use office machines; ability to compose letters and reports in effective style and proper business form.
- Ability to pass pre-employment and random Alcohol and Drug Tests and BCI background check

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This job may entail outside work if help is needed by the maintenance crew and some lifting may be required.

EEO Statement

The Wood County Agricultural Society believes in equal employment opportunity for all employees and applicants for employment. Our company's success depends on the effective utilization of qualified individuals regardless of their race, creed, color, religion, sexual orientation, age, ancestry, national origin, disability, military or veteran status or any other characteristic protected by law. We will not discriminate on the basis of these characteristics in a personnel action including, but not limited to, hiring, training, promotions, transfers, demotions, benefits, compensation, discipline, termination and any other conditions or privileges of employment.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time to adjust and adapt to the changing needs of the business. This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer.

