

## **SNOHOMISH COUNTY JOB DESCRIPTION**

### **FAIRGROUNDS OPERATIONS ASSISTANT**

Spec No. 2070

#### **BASIC FUNCTION**

To assist the Fairgrounds Operations Specialist with coordinating the scheduling of off season events and to perform the full scope of secretarial work.

#### **STATEMENT OF ESSENTIAL JOB DUTIES**

1. Composes and formats letters, memos, forms, charts and graphs utilizing a variety of computer programs or typewriters; keeps inventories, orders and maintains supplies.
2. Prepares and processes off-season license agreements that have been reviewed and finalized by the Fairgrounds Operations Specialist; contacts off season renters to secure comments about ways to improve service and facilities; invoices off-season events; receipts and records monies received; maintains necessary records and prepares required reports.
3. Provides input to insure there is no duplication of calendar dates in using the buildings, grounds, scheduling personnel, and equipment.
4. Ensures off-season renters and fair vendors have proper insurance coverage; maintains proof of insurance records; takes and places orders for phone and DSL service for off-season and fair vendors; assists with vendor move-in and placement.
5. Hires, schedules and supervises paid and volunteer ushers and ticket takers; schedules off-season parking attendants and cashiers.
6. Receives RV reservations for off-season events; assists Fairgrounds Operations Specialist with parking and logistics relating to RV usage.
7. Updates Fairgrounds electronic reader board and coordinates placement of announcements on the Fairgrounds website.
8. Schedules appointments and arranges meetings as necessary.
9. Performs the duties of other subordinate level employees as required.
10. May act as a lead worker over subordinate level employees.
11. Performs related duties as required.

#### **MINIMUM QUALIFICATIONS**

Three (3) years of office and customer service experience; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

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#### **SPECIAL REQUIREMENTS**

A valid Washington State Driver's License may be required for employment.

#### **KNOWLEDGE AND ABILITIES**

Knowledge of:

- office practices and procedures
- methods and techniques utilized in the coordination of equipment, personnel or maintenance requirements at a public events facility
- the principles and practices of effective supervision

Ability to:

- assist in coordination of equipment and personnel requirements with available resources;
- assist in coordination of events
- communicate effectively both orally and in writing
- maintain accurate written records and prepare required reports
- deal with the public in a tactful and courteous manner
- establish and maintain effective work relationships with subordinates, supervisors and the general public
- effectively plan, organize, coordinate and supervise the work of temporary help

#### **PHYSICAL REQUIREMENT**

Lifting objects up to 25 pounds may be required.

#### **SUPERVISION**

The employee in this class reports to the Fairgrounds Operations Specialist. The employee receives direction from the assigned supervisor and has latitude to exercise considerable independent judgment and is expected to resolve coordination of equipment and scheduling problems encountered when assigned. The employee is responsible for the supervision of temporary help as required. The work is reviewed through meetings and by evaluation of results obtained.

#### **WORKING CONDITIONS**

The work is performed on the County Fairgrounds both in the usual office environment and outdoors in all types of weather conditions. The employee is required to work evenings, weekends and holidays as necessary.

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Snohomish County is an Equal Employment Opportunity (EEO) employer.  
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: July 1991 as Events Specialist, Assistant

Previous Spec No. 340304

Revised and Retitled: December 2008

EEO Category: 5 - Paraprofessionals

Pay Grade: 234 - Classified Pay Plan

Workers Comp: 1501 Hazardous