

SNOHOMISH COUNTY JOB DESCRIPTION

FAIRGROUNDS PROJECT ASSISTANT

Spec No. 2082

BASIC FUNCTION

Assists the Fairgrounds Operations Supervisor in providing training, administrative services and guidance to volunteers and support personnel for the Evergreen State Fairgrounds Division.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Under the direction of Fairgrounds Operations Supervisor, assigns work, trains individuals, coordinates work flow of extra help assigned to assist with premium book, judges contracts, and provides direct supervision to volunteers.
2. Coordinates and executes the annual updating and publication of the premiums listings used by all exhibitors at the annual fair.
3. Makes recommendations on capital and non-capital expenditures for the annual fair, related to costs associated with superintendents' departments.
4. Initiates, prepares and processes agreements for professional services documents related to the annual fair.
5. Assists in preparation of manuals, policy and procedure documents, correspondence, agreement forms, order forms, tracking other specialized documents related to the annual fair.
6. Assists in enforcement of safety rules and regulations for superintendents; reviews and evaluates work methods and procedures to ensure safe conditions for volunteers and the public.
7. Assists in organizing an annual training school for superintendents and volunteers, procuring qualified trainers as well as instructing at the event.
8. Coordinates inventory, ordering and filling of ribbon, rosette, banner, trophy and supply orders for the annual fair.
9. Researches market, obtains price quotes, prepares bid specifications, RFP's and orders for special projects assigned for the annual fair.
10. Handles day-to-day volunteer questions and problems.
11. Recommends and coordinates distribution of ticket orders for fair exhibit department personnel and volunteers.
12. Distributes and tracks employment and timekeeping paperwork for seasonal workers within the fair departments.

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STATEMENT OF OTHER JOB DUTIES

13. Assists the Operations Supervisor in various off-season events as directed.

14. Performs related duties as required.

MINIMUM QUALIFICATIONS

An associates degree in public administration, communications, public relations, business or other discipline in which the course work emphasizes communication, writing or the dissemination of information; and two (2) years experience in working with the public and volunteer/employee supervision; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Previous fair or volunteer leadership experience is preferred. Must pass job related tests.

SPECIAL REQUIREMENTS

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

A valid first aid and CPR Card.

KNOWLEDGE AND ABILITIES

Knowledge of:

- techniques in planning, scheduling, supervising and evaluating the work of volunteers, contractors and employees
- the use of personal computers
- office practices and procedures
- safety rules and regulations
- concepts and techniques of public relations

Ability to:

- understand and execute complex oral and written instructions
- work independently and under pressure, meet deadlines and cope with interruptions
- communicate effectively both orally and in writing
- originate, design and operate computer programs through word processing, database and spreadsheet application software
- establish and maintain effective work relationships with volunteers, employees, representatives of other agencies/county departments, and the general public
- maintain accurate written records and prepare required reports
- deal with the public in a tactful and courteous manner
- exercise initiative and judgment and make decisions within the scope of assigned authority

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KNOWLEDGE AND ABILITIES (Continued)

- critically analyze and solve work related problems

SUPERVISION

The employee in this class reports to the Fairgrounds Operations Supervisor. The employee exercises some independent judgment in scheduling and assigning work to volunteers, contracted professionals, and extra help employees. 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. The employee is required to walk considerable distances, to one or many sites, sometimes several miles in one day. The employee may be required to attend meetings at other locations.

The employee may be on-call to respond to emergency conditions occurring after normal work hours and is required to work evenings, weekends and holidays, as necessary.

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: January 1994
Previous Spec No. 340309
EEO Category: 6 - Administrative Support
Pay Grade: 310 - Clerical Pay Plan
Workers Comp: 1501 Hazardous