

**INGHAM COUNTY
JOB DESCRIPTION**

SECRETARY - FAIR

General Summary

Under the supervision of the Fair Manager, serves as coordinator for Fair office functions and as Secretary to the Fair Manager. In addition to responding to inquiries from the public, typing a variety of documents, and maintaining recordkeeping systems, performs a variety of technical and/or administrative tasks requiring thorough knowledge of departmental policies or procedures. Responsible for securing and overseeing contracts with commercial exhibitors and food concessionaires and maintaining records of certificates of insurance on such contracts.

Essential Functions

1. Secures commercial exhibitors and food concessionaires for Fair week, types contracts, and collects and verifies rental and other fees, and verifies insurance certificate. Assists Fair Manager in assigning space to concessionaires.
2. Opens up exhibitors buildings daily during the fair and performs a daily check on exhibitors and concessionaires. Investigates and follows-up on complaints pertaining to exhibitors and concessionaires.
3. Obtains, verifies, and maintains files for certificates of insurance for commercial exhibitors, concessionaires, off-season leases, winter storage, and other leases and independent contracts.
4. Coordinates with County attorney on contracts, insurance certificates, and other legal paperwork.
5. Supervises temporary clerical staff and trains in data entry, answering telephones, and providing information to the public.
6. Answers inquiries of visitors and telephone callers regarding contracts, off-season leases, winter storage, fair events and special functions, general information and other matters.
7. Prepares and processes off-season lease contracts, includes preparing building schedule for special needs for the maintenance personnel. Collects and verifies rental fees and insurance certificate.

8. Secures winter storage customers, includes preparing and processing lease contracts, calculating charges and collecting fees.
9. Assists in securing judges for fair week, includes contacting judges and mailing appropriate information. Maintains a cross-reference file for all judges.
10. Sells special events tickets, fair season passes, camping stickers, and other passes.
11. Assists in the organizing of special events, includes coordination of poster/flyer distribution, planning dinners, preparing press releases, and providing other support.
12. In conjunction with Fair Manager, meets with class superintendents to prepare list of needed supplies, schedules labor of setup, and reports changes in classes to Premium Committee. Maintains records and verifications of superintendents and clerks.
13. Records, types, and distributes minutes of Fair Board meetings, sends out agendas and meeting packets, and provides secretarial support to Board members.
14. Assists in composing, designing and preparing brochures, advertising, badges, meal passes for Fair week, parking passes and Off-Season and Winter Storage flyers. Assists in composing, designing and preparing newsletter.
15. Maintains, completes and processes accident reports as necessary.
16. Orders supplies for full-year functions of the Fair activities, and maintains inventory of supplies.
17. Sets-up tape recorded messages daily during Fair Week and weekly for remainder of the year announcing events and other pertinent information.
18. Performs routine support tasks including answering telephone, typing correspondence, maintaining records and making copies, as well as other duties and responsibilities as assigned.

Other Functions

19. None listed.

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

Employment Qualifications

Education: High school graduation or equivalent, prefer some advanced coursework in data processing, accounting, and related areas.

Experience: Two years of experience in an office support capacity including secretarial, accounting, word processing and related responsibilities.

Other Requirements:

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

- Ability to access all areas of the fair grounds.
- Ability to enter and access information from computer system.
- Ability to operate general office equipment.

Working Conditions:

Works in office conditions and in all areas of fair grounds.