

RICHLAND COUNTY AGRICULTURAL SOCIETY

An Equal Opportunity Employer

POSITION DESCRIPTION

Position Title: "Operational Coordinator" (will perform duties of Office Administrator & Treasurer(s) & Events Coordinator)

Employment Status: Full-Time

Normal Hours: 8:00 am – 5:00 pm, may be required to work irregular hours (on-call, weekends, extended hours, some weeks normal hours varies and/or flexible due to work on weekends)

GENERAL DESCRIPTION:

Under general direction of the Richland County Agricultural Society Board of Directors Executive Committee, this position is responsible for conducting the day-to-day office administrative duties, accounting, and scheduling events at the fairgrounds.

QUALIFICATIONS:

Must be competent with quick books and accounting as well as various computer programs as they relate to administrative duties and treasurer(s) duties.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive:

Personal computer, quick books, printers, fax machine, telephone, copier, and other standard business office equipment, motor vehicle.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); has contact with potentially violent or emotionally distraught persons; has exposure to life-threatening situations; this is considered light work and the employee must demonstrate the ability to perform the physical demands required of the position in accordance with the U.S. Department of Labor's physical demands strength ratings.

In cases of emergency, unpredictable situations, and/or department needs, may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by jobholders within this job. But this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.

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ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

- 33% (1) Office Administrative Duties (including but not limited to): clerical tasks such as sorting and sending mail, keeping an inventory of office supplies and ordering new materials as needed, maintaining files, welcoming visitors, answering phone calls, taking and delivering messages, ensuring the office runs smoothly, and scheduling meetings and sending meeting invites to attendees.
- (2) Demonstrates regular and predictable attendance; may be required to work irregular hours (e.g., on-call, weekends, extended hours, etc.).
- 33% (1) Treasurer (including but not limited to): manage incoming payments, deposit received funds, write outgoing checks, document all business financial transactions, manage formal reports and bank statements, oversee and approve all financial plans or revisions to plans, and ensure the protection of funds from any potential misuse by others.
- (2) Attends meetings and serves on committees, as directed; attends training and seminars, as directed.
- (3) Maintains required licensures and certifications, if any.
- (4) Meets all job safety requirements and all applicable safety standards that pertain to essential functions.
- (5) Demonstrates regular and predictable attendance; may be required to work irregular hours (e.g., on-call, weekends, extended hours, etc.).
- 33% (1) Events Coordinator (including but not limited to): establishing and maintaining relationships with vendors, planning and scheduling of events on the fairgrounds, assigns and manages contracts for rentals and collecting payments on time, managing events and addressing potential problems that may arise, maintain a working knowledge of complex needs of a wide variety of events, and works with cleaning crew and grounds committee for clean up and/or set up before and/or after events.
- (2) Demonstrates regular and predictable attendance; may be required to work irregular hours (e.g., on-call, weekends, extended hours, etc.).

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OTHER DUTIES AND RESPONSIBILITIES:

1% (1) Performs other related duties as assigned.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*indicates developed after employment)

Knowledge of (including but not limited to): modern computer skills, computer applications, quick books, accounting, and bookkeeping.

Skill in (including but not limited to): computer operation; use of modern office equipment; organization; motor vehicle operation, quick books, accounting, and bookkeeping.

Ability (including but not limited to): carry out instructions in written, oral, or picture form; deal with many variables and determine specific action; define problems, collect data, establish facts, and draw valid conclusions; read, copy, and record figures accurately; develop and maintain effective working relationships; think critically; be self-motivated; interpret a variety of instructions in written, oral, picture, or schedule form; maintain accurate records; exercise independent judgment and discretion; communicate effectively; project and plan ahead; maintain confidentiality; resolve complaints from public; handle sensitive inquiries from and contacts with officials and general public; add, subtract, multiply, and divide; calculate fractions, decimals and percentages; prepare routine correspondence; prepare accurate documentation; compile and prepare reports; work in a fast-paced and stressful environment; maintain professional disposition in all work environments; travel to and gain access to fairgrounds.

POSITIONS DIRECTLY SUPERVISED: Richland County Board of Directors Executive Committee

FAIR: The Sunday before the week of fair, through the Monday after fair, employee will be required to work and personal time off will not be permitted. During this fourteen (14) day period hours will be long and exceed a typical workweek. The employee will be required to be at the fairgrounds and available to the public and fair board members.

TIME OFF: The employee will not be required to work on Federal Holidays. The employee will be given fifteen (15) days for personal time off (exception fair(s) week see above).

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PAY: This position is a "salary position" as opposed to an hourly rate. The employee will be paid \$50,000.00 yearly. Salary increases and/or bonuses will be reviewed annually.

RETIREMENT/401(k): Not offered

HEALTH INSURANCE: Not offered

(Signature of President Richland County Agricultural Society President)

Date:

(Signature of Employee)

Date: