

CLAY COUNTY FAIR ASSOCIATION, INC. – JOB DESCRIPTION

Administrative Assistant (Full Time, Hourly, non-exempt)

Reports to: CEO/Manager

Job Summary

The Administrative Assistant supports the daily operations of the Clay County Fair & Events Center by serving as the primary point of contact for visitors and callers, managing office tasks, and providing administrative support to the CEO/Manager and Board of Directors.

Essential Functions:

General Administrative Duties:

- Provide general information by answering phone calls, transferring calls to the appropriate staff, greeting all visitors to the administration office, and responding to digital inquiries as needed.

Fair Operations:

- *Support the Board of Directors:* Attend all board meetings, take accurate and detailed meeting minutes, distribute information to board members, and ensure all policies and bylaws are current and being properly followed. Update and maintain Board and membership information and records.
- *Manage the Fair Volunteer Program:* Track volunteer hours, handle all volunteer-related mailings, and maintain Fairs of Service records. Coordinate volunteers for in-house produced events outside of the Fair as needed.
- *Serve as Guest Services Representative:* Order Fair tickets, distribute passes to departments, and manage the Fair badge and parking pass programs.

Event Center & Office Operations:

- *Manage Ticketing for Non-Fair Events:* Oversee all ticketing through Midwestix, working with event staff to ensure correct seating layouts, seat numbers, and ticket prices.
- *Handle Mail and Package Operations:* Pick up and deliver mail and packages (UPS, FedEx, etc.), and manage all office mailings and other distributions.
- *Process Payments and Documentation:* Process payments and insurance certificates received by mail or in person, issuing receipts and forwarding proper documentation to the appropriate staff.
- *Maintain Office Supplies and Environment:* Order and maintain office supplies and equipment, fulfill departmental purchasing requests, and ensure the office remains clean and orderly.

Support Roles:

- Provide day-to-day administrative support to the CEO/Manager, including additional tasks assigned based on scheduling, travel, or operational needs.
- Support the Maintenance Coordinator with the winter storage program by scheduling pick-ups and deliveries, receiving payments, and maintaining accurate files.

Other Expectations:

- Maintain complete confidentiality with all Fair documents, contracts, and sensitive records.
- Be available to work extended hours, including periods with no days off, during peak operational times.
- Perform additional administrative and clerical tasks as assigned by the CEO/Manager.

Qualifications:

- Two years post high school education or two years related office experience.
- Strong oral and written communication skills.
- Strong computer skills with proficiency in MS Office programs.
- Ability to manage multiple projects, meet deadlines, and adapt to evolving priorities.
- Positive attitude with a strong focus on teamwork and collaboration.
- Knowledge of the Clay County Fair & Events Center.

The above is intended to generally describe this position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.