

LINN COUNTY CLASSIFICATION

TITLE: FAIR/EXPO CENTER EVENTS SUPPORT COORDINATOR

NUMBER: 573

APPROVAL ORDER NUMBER: 2017-349

PAY RANGE: 11

DATE: OCTOBER 10, 2017

CATEGORY: SEIU

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Perform support services for all Linn County Fair and Expo Center events, to include the annual County Fair. Assist in scheduling, marketing, advertising and public relations activities. Perform various clerical, secretarial or accounting work of a moderately complex nature. Position frequently involves working weekends and evenings.

SUPERVISION RECEIVED: Works under the supervision of the Fair and Expo Marketing & Events Manager, who assigns and reviews work through periodic conferences and analysis of the overall results achieved.

SUPERVISION EXERCISED: Supervision of employees is not a normal responsibility of positions in this classification, but an incumbent may assist in the job orientation of new personnel or direct volunteers.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for and remain in this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Assist in providing and coordinating meeting and event customer service, to include all aspects of meeting and event planning and support. Work with Operations on set up, scheduling and special requirements. Assist in providing staffing, placement, scheduling and security recommendations for all events and activities at the Center.
2. Assist in Fair and Expo Center marketing activities, including direct marketing of the facilities and development of special events and activities. Assist in coordinating events, publicity and advertising for promotion of the Fair and Expo Center and related activities.
3. Assist in delivering and maintaining effective and positive public relations and working relationships with State, County and City public officials and agencies; with chambers of commerce, visitors' associations and other business organizations; with agricultural organizations; and with other groups in understanding, supporting, promoting and using the activities and services provided by the Fair and Expo Center.
4. Assist in providing information and promoting the Center to groups and organizations interested in using it through tours and public presentations in the community. Help to develop client and public informational publications as needed.
5. Assist in developing and monitoring contracts and subcontracts with event vendors, exhibitors and concessionaires.
6. Type forms, letters, reports and other correspondence from rough draft form. May also compose routine correspondence and prepare routine statistical reports from records.

7. File information manually and electronically in records systems; index and cross-index records; retrieve information on request; process record changes; microfilm records; enter data into computer files; review computer printouts for accuracy; retrieve data from computer files; assemble data and prepare periodic reports of activities.
8. Develop and maintain effective, harmonious and reasonable work relationships with others.
9. Maintain regular and predictable work attendance.

OTHER FUNCTIONS: This classification covers the most significant essential functions performed by an employee in this position but it does not include other occasional work which may be similar to, related to or a logical assignment of this position. Any one position in this classification may be assigned some or all of the duties listed under essential functions or that arise as other functions. The balance of the various duties, responsibilities and/or assignments of this position may change from time to time based upon management's decisions on how to best allocate resources. Any shift, emphasis or rebalancing does not constitute a change in the essential functions of the job classification.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: Basic knowledge of marketing and event management techniques with experience in the fair and exhibition industry desired. Basic knowledge of the clerical and administrative process. Ability to learn the program and objectives of the Fair and Expo Center after a reasonable period of time. Ability to learn the accurate operation of the office equipment such as calculators, copiers and computer keyboards. Ability to understand and follow oral and written instructions. Ability to maintain records accurately. Ability to establish and maintain harmonious working relationships with other employees, clients and the general public. Ability to effectively work with the clients and the public in stressful situations.

EXPERIENCE, EDUCATION AND TRAINING: Two years of office or general work experience of a clerical or marketing and events management nature and graduation from a senior high school; or any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described.

NECESSARY SPECIAL QUALIFICATIONS: Possession of a valid motor vehicle operator's license and an acceptable driving record at the time of appointment.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is generally performed indoors in various settings. Work requirements include the ability to sit and move about; see, talk and hear; drive a motor vehicle; use hands to finger, handle or operate objects or controls; and reach with hands and arms. The work requires the ability to lift or move thirty (30) pounds.