

## **COUNTY FAIR FISCAL COORDINATOR I**

### **DEFINITION**

Under direction to, assist the County Fair Manager with the coordination, operation, and planning of the Plumas Sierra County Fair; to compile, track, and maintain all fiscal records; to prepare and distribute all publicity material; and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is a specialized classification for the Fair which has primary responsibility for the development and maintenance of County and State budgets; tracks and maintains the depreciation of all equipment and buildings; development, coordination and performance of Plumas Sierra County Fair promotion and publicity efforts.

### **REPORTS TO**

County Fair Manager

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

May provide supervision to Maintenance Supervisor, Maintenance Workers and seasonal workers in the absence of the Fair Manager.

## **COUNTY FAIR FISCAL COORDINATOR I – 2**

### **EXAMPLES OF DUTIES**

- Develops tracks and maintains State and County budget.
- Maintains State and County depreciation schedules for land, equipment and buildings and improvements;
- Prepares State STOP (Statement of Operations) and Strategic Plan reports for CDFA (California Department of Food and Agricultural);
- Develop written safety policy in accordance with State requirements and maintain all required yearly OSHA reports and postings;
- Maintain, review and amend Fair Board policy as needed;
- Prepares agendas and minutes for Fair Board meetings;
- Has responsibility for the development, control, and maintenance of special grants and special grant funding;
- Prepares and track all contracts and receivables for facility usage, commercial vendors, concessions, judges, contracted services and storage;
- Maintain all required documents and reports for CDFA, workers compensation and liability insurance and audits;
- Assists with all events coordination, setup, mapping and collections;
- Track, balance and prepare reports for all purchases, purchase orders, weekly purchase logs, monthly fuel logs, receivables, payroll sheets, time cards and revenue logs;
- Composes and prepares Premium Books, and yearly Fair Exhibit guide securing sponsors for special prizes and contests;
- Prepares all letters and agenda items for the Board of Supervisors; prepares monthly calendars and schedules for Fair events;
- Prepares all required reports and documents for yearly audits for Safety, County Auditors, CCA and CDFA;
- Maintain and audit all Proposition 40 funding projects;
- Prepare yearly State funding requests for non-operating funds for Major Maintenance Programs, American with Disabilities Act Program, Millennium Flex Program, Emergency Programs and any special grant funded programs;
- May provide supervision to Maintenance Supervisor, Maintenance Workers and seasonal workers in the absence of the Fair Manager;
- Answers phones and serves as receptionist to the office

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, fax, cash registers, credit card machines, laminators, P.A. systems, radios and golf carts.

## **TYPICAL WORKING CONDITIONS**

Work is performed both in office and outdoor environments; some exposure to dirt and dust; some working around moving vehicles; continuous contact with staff and the public.

## **COUNTY FAIR FISCAL COORDINATOR I – 3**

### **KNOWLEDGE OF**

- County policies, rules and regulations
- Budget development and control.
- Public and community relations.
- Grant development and administration.
- Administrative analysis
- Office management methods and procedures
- Establishment and maintenance of filing and information retrieval systems.
- Purchasing methods and procedures.
- Account and statistical recordkeeping.
- Personal computers and software applications related to fiscal and administrative support work.

### **ABILITY TO**

- Perform a wide variety of complex and specialized fiscal administration and support work.
- Interpret, explain, and apply a variety of County and Department policies, rules and regulations.
- Work with considerable initiative and independence while exercising good judgment in recognizing scope of authority.
- Exercise significant responsibility in the development, maintenance, and control of the County and State budgets.
- Prepare and maintain grant funding records and reports.
- Prepare, clear, concise and accurate records and reports.
- Prepare promotional and informational materials.
- Use a personal computer and appropriate software for fiscal and administrative functions.
- Effectively represent the County and the Fair in answering questions, responding to inquiries, providing assistance, and dealing with concerns from the public, community organizations, other County staff, and other agencies.
- Establish and maintain cooperative working relationships

### **TRAINING AND EXPERIENCE**

At least three (3) years of experience in performing and coordinating a variety of administrative and analytical functions which could include at least two (2) years of experience in financial and fiscal recordkeeping. Experience in a supervisory capacity is desirable.

### **SPECIAL REQUIREMENTS**

Must possess a valid driver license at time of application and a valid California Driver's License by the time of appointment. The valid California License must be maintained throughout employment.