

COUNTY FAIR FISCAL COORDINATOR II

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 journey level 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; organize own work, set priorities and meet critical deadlines; ensure other staff meets all deadlines..

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.

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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.
- Events compliance contract for California State Board of Equalization and Plumas County Environmental Health Dept.
- Maintain all inventory records for State and County owned assets.
- May provide supervision, training and scheduling 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.

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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.

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 two (2) years of experience in performing administrative and analytical functions similar to that of a County Fair Fiscal Coordinator I with Plumas County which could include two (2) years of experience in financial and fiscal recordkeeping with an emphasis on budgets.

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.