



POSITION CLASSIFICATION DESCRIPTION

JOB TITLE: Montezuma County Extension Fair Secretary
REPORTS TO: Kacey Riedel
FLSA STATUS: Non-Exempt
DEPARTMENT: Extension – Seasonal from June to Mid August
DIVISION:
LOCATION: 103 N Chestnut, Cortez, CO 81321
PREPARED BY/DATE: Kacey Riedel – 03/28/2019
APPROVED BY/DATE: Shak Powers – 03/29/2019

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

GENERAL DUTIES:

- Create exhibitor packets and back numbers
- Attend livestock pre-sale meeting
- Assist with Fair Entries (will double check based on animals tagged in)
- Keep updated on fair entry program (management and update as needed)
- Help coordinate Open Class general and horticulture set up
- Help coordinate Open Class Judging
- Help coordinate open class exhibit watch
- Prepare boxes for livestock and open class to include ribbons
- Create and send out Judging Packets 1 month before fair
 - Gather signed contracts from extension submit completed vouchers/necessary info to Fair Board for judges to be paid
- Create and distribute livestock superintendent packets
- Coordinate with 4-H coordinator & fair board to ensure supplies needed for open class and livestock shows are purchased
- Attend Weigh-in/ Check ins at Fair- hand out exhibitor packets
 - Coordinate with 4-H program coordinator and Fair Board (who will record weights) to do rate of gain
- Attend shows for large animal livestock- help record placings
- Assist with typing fair results
- Assist Sale Committee
- Gather and format results for livestock shows, open class, 4-H general projects, and sale results to get to the paper within two weeks after fair
 - Meet with the local paper before fair on how to format results
- Attend Meeting for livestock superintendents before fair to discuss livestock classes/shows
- Coordinate with fair board on having royalty hand out ribbons
- Contact Fair Board and let them know when they have mail
- Other Duties as assigned by supervisor

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION/EXPERIENCE: High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

LANGUAGE ABILITY: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATH ABILITY: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

COMPUTER SKILLS: To perform this job successfully, an individual should have knowledge of Word Processing software; Spreadsheet software; Internet software; Program Management software and Database software.

CERTIFICATES AND LICENSES: Current Colorado driver's license.

SUPERVISORY RESPONSIBILITIES: This job has no supervisory responsibilities.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outdoor weather conditions.

The noise level in the work environment is usually quiet.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include Close vision, Distance vision, Peripheral vision, Depth perception and Ability to adjust focus. While performing the duties of this Job, the employee is regularly required to sit. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and talk or hear.

USE OF THIS JOB DESCRIPTION

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT BETWEEN THE COUNTY AND THE INCUMBENT IN THE POSITION.

Nothing in this position description restricts Montezuma County's ability to assign, reassign or eliminate duties and responsibilities of this job at any time. The description reflects Montezuma County's assignment of essential functions. It does not prescribe or restrict the tasks that may be assigned. Critical features of this job have been described. Those features may change at any time due to reasonable accommodation, as the needs of the County change or other reasons deemed appropriate by the County.

I have received the Fair Secretary job description dated _____. I understand that I am to become familiar with its content

Signature of Employee

Name of Employee

Date