

Weston County Fairgrounds
Office Manager Job Description

Job Requirements

Age: Must be 18 years of age or older

HIGH SCHOOL GRADUATE/GED: Must have a high school diploma/GED

Driver's license: Must have a valid Wyoming Driver's License

Specifications are intended to present a descriptive list of the range of duties performed by employee. They are not intended to reflect all duties performed with the job and/or department. More discussion at time of interview.

Essential Functions: This position is essential for overseeing the coordination and use of Weston County Fair Grounds facilities and negotiation of contracts with users of the facility. To maintain the fairgrounds standards, the position requires the following:

- Maintain good public relations with the community and service organizations
- Communicate with the fair board president weekly
- Communicate with the Maintenance Manager
- Schedule all events/use and coordinate with the Maintenance manager
- Track trends/circumstances that do or may affect the Fairgrounds
- Track various uses of the facility, the expenses, and the income generated
- Keep the office/reception area clean and organized
- Ensure the cell phone is manned, and messages are returned in a timely manner as per office hours
- Work with Weston County Friends of Fair and UWWC Extension 4H
- Maintain all Fairgrounds media
- Prepare annual fair book and organize and manage the set up for the events
- Coordinate all the superintendents and judges for fair
- Fair entries are complete with entry checks
- Report to fair board each month

Knowledge and Skills:

- Be able to operate office equipment needed to perform the duties and maintain
- Be familiar with business operations and fiscal management and submitting invoices/voucher to the Weston County Clerk.
- Be able to write for sponsorships, grants, or other types of funding for county fair and grounds
- Be a self-starter: be able to see what needs to be done and proceed to do it.

Salary and Benefits:

- Position will be an exempt position requiring 40 plus hours per week with additional hours as needed
- Base schedule is 8:00 A.M. to 5:00 P.M. Monday Thru Friday

- Salary will be paid monthly
- There is no overtime or compensation time in this type of exempt position
- Benefits may include: insurance, retirement, 401k, holiday, sick leave

Special Requirements: All successful applicants will require a back ground check. The Weston County Fairgrounds is a Drug Free workplace. All staff may be subject to drug testing. All Buildings and equipment are smoke free.

Please submit cover letter and resume to:

Weston County Fairgrounds, 24 Fairgrounds Road, Newcastle, WY 82701

Position open until filled