



Brown County Human Resources

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www.brown.sd.us

Classification: Brown County Fair Intern

Wage: \$12.48/hour

Department: Brown County Fair

Reports to: Brown County Fair Manager

FLSA: Non-Exempt

Opening date: 03/12/2021

Closing date: 04/30/2021

JOB DESCRIPTION

Summary/Objective:

Primary job responsibilities are coordination and implementation of Brown County Fair, related events and secretarial assistance.

Essential Functions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Coordination and implementation of: Brown County fair, helping with signage, assist with mailings, manage social media, and coordinate online exhibitor entries.
- Various responsibilities during the fair.
- Secretarial skills should include: customer service skills, computer skills (Microsoft 2010), spreadsheets, and miscellaneous office procedures.

Competencies:

- Principles and techniques of public relations and customer service, both in person or over the phone.
- Agency regulations, policies, office administrative processes and procedures.
- Safety, security and first aid policies and procedures.
- Use of specified computer applications.
- Performing basic office support work.
- Communicating effectively in oral and written forms.
- Dealing successfully with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone.

Supervisory Responsibility:

- This position has no supervisory responsibilities

Work Environment:

- Typical office environment. But work may be subject to extreme weather conditions including heat, rain, wind, dust, and noise.
- Attire is business casual depending on activities.

An Equal Opportunity Employer

Physical Demands:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job.

- Reaching: extending hand(s) and arm(s) in any direction.
- Dexterity: picking, pinching, typing or otherwise working primarily with fingers rather than the whole hand or arm as in handling.
- Grasping: applying pressure to an object with the fingers and palm.
- Talking: expressing or exchanging ideas by means of the spoken work.
- Hearing: perceiving the nature of sounds without major correction.
- Repetitive motions: substantial movements (motions) of the wrists, hands and/or fingers; bend, balance, climb, pivot, stoop, lift, stand, kneel, or squat.
- Vision: close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Light Work: Regularly lift and/or move up to 10 pounds; frequently lift and/or move up to 25 pounds; occasionally lift and/or move up to 50 pounds.

Position Type / Expected Hours of Work:

- Full-time; Hours: Monday - Friday 9:00 a.m.–12:00 noon and 1:00 p.m. to 4:00 p.m.,
 - o Hours will vary occasionally depending on the task based on a 25-30-hour week.
- Starting in July hours will be a standard 8:00 a.m. to 5:00 p.m. schedule with a one hour lunch break as duties pick up closer to the fair.
- The week prior and the week of the Brown Co. Fair are 40 hours plus overtime.
 - o County Fair hours include Saturday and Sunday.
- Tentative start date: 05/17/2021 through 08/23/2021

Travel:

- Travel within Brown County will be necessary for this position.

Education and Experience:

- Preferred, High School diploma/GED
- Prior 4-H experience is desirable but not necessary.

Required Certificates, Licenses, and Registrations:

Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.

- Preferably 18 years of age and a U.S. citizen.
- Possess or be able to obtain a valid SD driver's license

Other Duties:

- Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Apply by:

Submit cover letter and resume or Brown County application to:

- Brown County Fair
400 24th Ave NW
Aberdeen, SD 57401

or

- Email: Sonje.Oban@BrownCounty.sd.gov