

# SKAMANIA COUNTY

## JOB DESCRIPTION

**TITLE: Support & Operations Administrative Staff  
COM EVENTS & RECREATION**

**FLSA STATUS: Non-Exempt  
Approved: 5/26/09  
Revised: 6/09; 3/17  
Range: 12**

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### **SUMMARY**

Under the direction of the Manager of Cultural Events and Recreation, this is a part-time administrative position to provide necessary assistance to the Community Events and Recreation department in the preparation, marketing and operation of events and programming. Positions within this classification are responsible for performing semi-skilled to skilled administrative work, outdoor event setup and take down.

### **ESSENTIAL FUNCTIONS**

Performs special projects as assigned. Projects may include, but are not limited to, design of marketing and operational material, handbills and event programs; research and secure advertising and sponsorship for events.

Provides customer service to campers, vendors, sponsors, media and general public as assigned.

Assists with setup and take down of events including tents, event equipment, supplies and other equipment as assigned.

Assists with the cleaning of fairgrounds facilities during events and other activities necessary to provide a successful experience for participants.

Assists with clean up of carpets and floors in event facilities, including collects and empties wastebaskets and recycle bins as assigned.

Assists with cleaning of restrooms, barns and other areas within the fairgrounds and Hegewald Center as assigned.

Assists with setup and take down of meeting rooms, including furniture, tables, and chairs, as assigned.

### **KNOWLEDGE, SKILLS AND ABILITIES**

General knowledge of standard computer applications including, word processing, spreadsheet, desktop publishing, and web authoring/design software.

Knowledge of general office procedures and records management.

Skill in organization and time management.

Skill in basic business math and cash handling.

Skill in the use of standard office equipment and equipment specific to the functions of event operations.

Ability to work independently and efficiently once assignments are received.

Ability to work with the public in a professional and courteous manner.

Ability to work in a fast paced, high traffic office and event environment.

### **EDUCATION AND EXPERIENCE**

Applicants for this position are expected to possess the knowledge, skills and abilities to perform the essential functions of the position.

Valid driver's license required. Applicants must be 18 years of age.

### **WORKING CONDITIONS**

Work is performed primarily (50%) in an office environment and secondarily (50%) in the event field.

May require work away from the general office vicinity.

### **PHYSICAL REQUIREMENTS**

The duties of the above position require sitting for extended periods of time, walking, stooping, bending, reaching, pulling, twisting, and the ability to lift up to 25 pounds. Significant data entry may be required. Requires finger dexterity, sense of touch, gripping with fingers and hands; ability to see, hear voice conversation, and to speak.

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The statements contained herein reflect general details as necessary to describe the essential functions of this job, the level of knowledge and skills typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the work load.

It is the policy of Skamania County to not discriminate against any person with regard to race, color, national origin, age, sex, religion, physical/mental disability, creed, marital status, pregnancy and maternity, sexual orientation, gender identity, veteran status, guide dog or service animal, and genetic information or any other protected status under federal or state statute.

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