



# Josephine County, Oregon

## Human Resources Office

Josephine County Courthouse  
500 NW 6<sup>th</sup> Street Dept 11 / Grants Pass OR 97526  
(541) 474-5217 / FAX (541) 474-5218 / TTY (800) 735-2900

### POSITION DESCRIPTION

Job Title: Event Coordinator  
Department: Fairgrounds  
FLSA Status: Non-Exempt  
WC Code: 8810  
Effective Date: August 21, 2019  
Last Revised: August 21, 2019  
Pay Grade: A10  
Union: AFSCME

#### SUMMARY

Coordinates events located at the Josephine County Fairgrounds. Provides high level customer service in scheduling and managing all incoming events. Incumbent will work closely with Fairgrounds Director and the community to create the premier location for local events. Performs specialized clerical duties to maintain and process records and forms in direct support of departmental programs; answers varied questions regarding departmental policies, procedures and services; does related work as required. An employee in this classification is responsible for handling clerical functions requiring a specific knowledge of the departmental operations, policies, procedures, terminology and governing laws. An employee in this classification will be required to utilize discretion and judgment in the application of departmental guidelines and governing laws and regulations to perform assigned tasks. Work is performed under supervision with little or no instruction as to manner of performance. Supervision is not normally a responsibility of positions in this classification.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

(Illustrative Only. Any single position in this classification will not necessarily involve all of the listed duties below and other positions will involve duties which are not listed. These duties represent the essential functions needed of persons in this classification.)

1. Schedule and manage all incoming events.
2. Market events on multiple web sites in real time, managing all social media platforms and website.
3. Create marketing materials.
4. Coordinate with Director new events and community opportunities.
5. Organizes files and catalogs materials.
6. Gathers data, posts, sorts, checks and maintains records; receipts money.
7. Operates computer to access/update various files and programs; runs/prepares a variety of reports.
8. Provides assistance to and gathers information from the general public in completing and processing required forms and/or to complete department-related functions.
9. Answers questions and composes correspondence regarding departmental policies, procedures and services.

10. Assembles or compiles a variety of data from various records for incorporation into reports.
11. Performs moderately complex mathematical computations such as percentages and interest to complete assignments.
12. Other duties as assigned.

#### SUPERVISORY RESPONSIBILITIES

This position has no supervisory duties.

#### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Considerable knowledge of how to manage websites, social media and marketing; business English, spelling and punctuation; general office practices and procedures; recordkeeping. Some knowledge of the operations, policies, terminology and governing laws of the Fairgrounds. Organizational skills and the ability to manage several projects at once while creating excellent public relations and ability to remain calm, professional and friendly in adverse situations.

#### EDUCATION AND EXPERIENCE

High school graduation or equivalency; and two years of experience performing clerical work, preferably including experience and/or training in event coordination; or any satisfactory combination of experience and training which demonstrates the knowledge, skills and ability to perform the above described duties.

#### JOB IMPACT

The most common consequence of error would involve financial loss due to improper processing of billings and payments and/or maintenance of records; possible litigation; and/or public embarrassment.

#### TYPICAL PROBLEMS ENCOUNTERED

Problems encountered generally revolve around the interpretation and application of governing laws and regulations in responding to questions from the general public or in completing assignments; and in dealing tactfully and appropriately with the public and/or clients who may be irate or difficult.

#### JOB CONTACTS

This position generally has contact with the general public; state and federal agencies; and with other County departments.

#### LANGUAGE SKILLS

Ability to communicate effectively both verbally and in writing; establish and maintain effective working relationships with other employees and the public; read and interpret documents such as operating and maintenance instructions, and procedure manuals; write routine reports and correspondence; and communicate effectively.

#### MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

#### REASONING ABILITIES

Ability to exercise initiative and judgment in completing tasks and responsibilities; solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; and interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

#### OTHER SKILLS AND ABILITIES

Organize, file and retrieve materials and documents; deal courteously and tactfully with the general public; make moderately complex mathematical computations and tabulations with speed and accuracy; establish priorities and organize own workload; retrieve data from records, keep and arrange it for statistical and other reporting purposes; research problems, determine source of error and correct; understand governing regulations of assigned function; use independent judgment in making decisions within prescribed policies and procedures; maintain confidentiality. The operation of standard office equipment, including the operation of a computer to update/access files; typing; word processing.

## CERTIFICATES, LICENSES, REGISTRATIONS

None

## BACKGROUND INVESTIGATION

Those employed in this position may be subject to pre-employment drug testing/physical examination and a background investigation, including criminal background investigation. Conviction of a crime will not necessarily disqualify an individual for this classification.

## WORK ENVIRONMENT

Work is performed in an office environment primarily in a sedentary setting. However, some lifting and carrying of boxes containing records is performed and incumbents may be exposed to a wide variety of individuals. Walking throughout the fairgrounds is required. Position is impacted by urgent time deadlines, heavy or uncontrollable work flow, uncontrollable interruptions and distractions and need to constantly shift attention caused by mandated deadlines for performing certain steps and inability to predict or control work load; need to make quick decisions and need for extreme accuracy and attention to detail to avoid mistakes that could result in legal action against the department and/or county and repetitiveness caused by standardization of forms and formats. Work schedule will include occasional Saturdays.

## PHYSICAL REQUIREMENTS

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.

### PHYSICAL REQUIREMENTS

Check if required for essential job function	Activity	Never 0%	Occasionally 1-33%	Frequently 34-66%	Continuous 67-100%
<input checked="" type="checkbox"/>	Standing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Sitting - 1/2 hour plus	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Moving about work area	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Bending forward	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Stoop position - 1 minute plus	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Climbing stairs - 1 floor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Crawling - hands & knees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Reaching overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Lifting strength	<b># of pounds = 25 lbs.</b>			
<input checked="" type="checkbox"/>	Lifting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Patient Lifting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Lifting Overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Moving carts, etc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Carry items	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Dexterity/Coordination	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Keyboard Operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Rapid-mental/hand/eye coord.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Operation of motor vehicle	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

#### Speech, Vision & Hearing

<input checked="" type="checkbox"/>	Distinguish colors	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>
<input type="checkbox"/>	Distinguish shades	Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Depth perception	Describe: For Driving
<input checked="" type="checkbox"/>	Ability to hear	Normal Speech Level: Telephone & in person & recordings
<input type="checkbox"/>	Other Spec. Hearing Req.	Describe:

#### Exposure - Environmental Factors

<input checked="" type="checkbox"/>	Heat	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Cold	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Humidity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Wet Area/Slippery	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Dust	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Smoke	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Vibration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Chemical Solutions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Uneven Area	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ladder/Scaffold	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ionization	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Body Fluids	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>