

Job Description: SECRETARY II
(PARKS & RECREATION DEPT/YOUTH PROJECT SHOW)

CLASS NO. 2613

EEOC CATEGORY: Office and Clerical

PAY GROUP: 1 7

FLSA: Nonexempt

SUMMARY OF POSITION

Performs general secretarial support for Youth Project Show (YPS), including typing required reports for YPS, balancing and maintaining two checking accounts, preparing and mailing informational letters, fliers, and newsletters, maintaining county YPS club membership, and project records. Maintaining various grant records, and assist the general public with questions or problems related to the Youth Project Show. Handles all press releases and or social media, and works with IT Department for web page and maintenance. Perform other duties as may be assigned.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Parks & Recreation Superintendent
2. Directs: This is a supervisory position. Supervise and coordinate part time office staff and/or volunteers (when needed).
3. Other: Has regular contact with other department employees.

EXAMPLES OF WORK

Essential Duties*

Youth Project Show:

Will be responsible for all YPS accounting needs not limited to but including the following; issue all requisition and purchase orders including those related to auction sales, submits invoices to sponsors of awards, submits invoices to sponsors of scramblers, keeps an accurate and up-to-date record of all auction purchases, keeps an accurate and up-to-date record of all auction add-ons, maintains a record of all auction purchase and add-on payments from buyers, and handles all press releases, social media, and also works with the IT Department for webpage and maintenance;

Works with the Chambers County Youth Project Show Livestock Committee and Chambers County Youth Project Show Exhibit Hall Committee to draft and make any needed edits to the Chambers County Youth Project Show Livestock and Exhibit Hall Rulebooks. Assists the public with their understanding of the Chambers County Youth Project Show Livestock and Exhibit Hall Rulebooks;

Stay up-to-date on the latest show management software and manage all current show databases;

*For the purpose of compliance with the Americans with Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.
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CLASS NO. 2613 (Continued)

Prepare and manage the website system used to take Youth Project Show entries. Monitor online entries to ensure that they are completed correctly. Keep an accurate and up-to-date record of entries. Assist any exhibitors who may need help with the entry process;

Prepare for tag ins to ensure that they run smoothly, have all needed materials and keep records to make sure information is recorded properly;

Maintain day-to-day communications with the general public by providing information, answering questions, and etc.;

Work with the Chambers County Youth Project Show Livestock Committee to plan for Livestock Committee meetings, attending meetings as needed to answer committee questions, provide information, and represent the County, etc.;

Maintain a list of previous Buyers contact information. Communicate with buyers in advance of the show to encourage them to return to support the youth. Recruit new buyers to attend the auction;

Work with local news media to cover and promote the show beforehand and provide information for articles and stories after the show. Handles all press releases and social media;

Work with Chambers County Youth Project Show Committee members to ensure that the show runs smoothly by coordinating volunteers, handing out awards, and etc. as needed. Breaks classes, answers questions during the show, records class winners and other data and prepare the auction/sale order;

Orders all necessary supplies for the show;

Works with volunteers to select and order all awards (belt buckles, ribbons, banners, plaques, and etc.) for the show;

Submits invoices to sponsors of awards;

Submits invoices to sponsors of scramblers;

Keeps an accurate and up-to-date record of all auction purchases;

Keeps an accurate and up-to-date record of all auction add-ons;

Maintains a record of all auction purchase and add-on payments from buyers; and

Works with Parks Department employees to ensure that everything is prepared before tag ins and the show.

CLASS NO. 2613 (Continued)

Auction Coordinator:

Prepare and mail save the date and invitation letters;

Maintain mailing list, updated annually;

Solicit new buyers/businesses;

Manage and secure volunteers for all auction functions;

Manage County Employees working at Auction Sale Tables;

Prepare and print Sale Sheet;

Manage Barn Sale Books;

Order Auction premium(s) for buyers;

Creates buyer/add on lists for exhibitors so that they may direct their thank you notes to the appropriate places. Ensures that all thank you notes are completed properly and completely;

Prepares for all Chambers County Youth Project Show Livestock Committee meetings by developing agendas, sign in sheets and gathering any needed information and supplies. Attend all meetings;

Records all Livestock Committee Meeting Agendas for future use and takes minutes of the meetings; and

Contacts all potential Chambers County Youth Project Show judges and arranges for payment and room and board. Maintains contact with judges to ensure that they are informed of proceedings.

Other assigned duties:

Assists Parks & Recreation/Maintenance Secretary with duties such as assigning purchase order numbers, receive work orders, answer phones, maintain filing system, assist with payroll as needed;

Assist Parks & Recreation Department in maintaining a computerized inventory of parts and other supplies kept in stock;

Assist Parks & Recreation Department in implementing and maintaining a maintenance program for equipment;

Greet visitors and callers, handle their inquiries, and direct them to the appropriate persons according to their needs; and

Perform other job-related duties as assigned.

CLASS NO. 2613 (Continued)

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Ability to use office equipment such as multi line phones, 2-way radio, fax machine and computer;

Must have strong accounting skills;

Verbal and written communication skills;

Planning and organizational skills;

Ability to create spreadsheets using Microsoft Excel;

Ability to use Microsoft word, Website program, Show work or other programs needed; and

Ability to multi-task.

ACCEPTABLE TRAINING AND EXPERIENCE

High School diploma or equivalent

2 years college or equivalent.

CERTIFICATES AND LICENSES REQUIRED

An appropriate Texas driver's license.