

**Fulton County Agricultural Society
Fair Board Secretary
Job Description – September 18, 2018**



Year-round salaried position, hours vary based on season, some evenings and weekends required.

Reports to: President, Fulton County Fair Board

Responsibilities:

- Keep all minutes of the Society, board, or committees thereof; and recap and read minutes of meeting.
- Keep complete and accurate records of all proceedings, transaction in which the Society or Board, or Fair is concerned or involved in any way.
- Issue membership certifications and keep a list of the membership of the Society.
- Issue notices, announcements or publications of or for the Society and board.
- Conduct correspondence, order supplies and maintain adequate records on file for all the same.
- Receive and keep complete records of all entries and awards made for premiums in all departments of the fair, except junior fair.
- Off season events: arrange contracts, grant privileges, rent space, collect rental, and note in monthly reports.
- Prepare such reports as may be required by the board or the State of Ohio.
- Perform such other duties as required by the board, as are usually incumbent on such officer, or as determined by the board.
- Prepare calendar of events for the year, indicating uses, revenue, dates, i.e.. Of use of fairgrounds.
- Year-round promotion of the fair.
- Manage Fair office and hire office staff for Fair season.
- Provide administrative support for the Society, board and committees.
- Administrative duties include answering phones, regular mailings and emails, updating and maintaining filing.
- Assist with the overall operations of the Society within the policies and budget adopted by the Board.

Experience & Skills:

Experience with accounting, Microsoft Word, and Excel is essential. Will need to learn, Fair program, Midway. Must be bondable. The position requires effectiveness in financial management, excellent verbal and written communications, and working well with the public.

To Apply:

Send resume and cover letter to:
Dennis Wyse
President
Fulton County Fair Board
7140 County Rd. 12
Wauseon, Ohio 43567

OR submit electronically to: Office@FultonCountyFair.com