

Whitman County Human Resources

400 N. Main Street • Colfax, WA 99111
(509) 397-5242 • FAX (509) 397-6355 • www.whitmancounty.org

JOB ANNOUNCEMENT

POSITION: Event Coordinator/Programmer

DEPARTMENT: Palouse Empire Fair

STARTING SALARY: \$3,439.00 - \$3,578.00

UNION STATUS: Non-Represented, Full Time Position

TO APPLY: Whitman County Human Resources
400 N. Main Street
Colfax, WA 99111
(509) 397-6205

LOCATION: Colfax

CLOSING DATE: December 29, 2017

SELECTION PROCESS: Applicants must submit a signed Whitman County general application form and current résumé. The application will be reviewed and evaluated to determine applicants invited for an interview.

TO QUALIFY: See attached illustrative example of duties and requirements.

In compliance with the Immigration Reform and Control Act of 1986, Whitman County will hire only United States citizens and aliens authorized to work in the United States. Documented evidence of identity and employment eligibility must be presented at time of hire.

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WHITMAN COUNTY POSITION DESCRIPTION

Effective Date:	October 1, 2017
Position Title:	Event Coordinator/Programmer
Job Family Classification #:	40
Department Title:	Palouse Empire Fair Department
Department Code:	300
Pay Grade:	Program Analyst
FLSA Status:	Non-Exempt
Union Status:	Non-Representative, Full Time Position
Reports to:	Fair Manager

PURPOSE

The Event Coordinator/Programmer is responsible for assisting the Palouse Empire Fair Manager, and developing and promoting activities that enrich the lives of our citizens through events, programs, and training. This is a professional position which promotes and encourages professional conduct, utilizing best practices, and appropriate management standards.

ESSENTIAL FUNCTIONS

- Assists Fair Manager with preparation, coordination and implementation of annual county Fair.
- Plan and coordinate off-season events at the Palouse Empire Fairgrounds and facilities. Including scheduling, contracting, prep work, and billing.
- Plan and coordinate Developmental Services recreation programs, events, and trainings, under general direction of the Developmental Services County Coordinator.
- Plan and coordinate Parks and Recreation recreational and environmental programs, under general direction of the Park Superintendent.
- Perform community and business outreach programs and presentations.
- Help Fair Manager monitor allotted State/Federal funds for associated department programs.
- Monitor deadlines and prep documents including: contracts/rentals/Open public meeting act/conflicting interest compliance.
- Attend Palouse Empire Fair Board meetings and other Board meetings (i.e. Park Board and Developmental Services Board) as needed.
- Fields questions from citizen advisory boards, general public, volunteers, schools, and other government agencies.
- Advise reservation holders, Fair exhibitors, contractors, visitors and volunteers of applicable policies and procedures.
- Work with local, Regional and State contacts when applicable.

Supervision Exercised and Received:

This position reports directly to the Fair Manager and Fair Director. It is responsible for the supervision of the Seasonal Park Aide, and for helping provide direction for the Program Representative. Year round work with volunteers involving training, assisting, and supervising.

Knowledge and Abilities:

Knowledge of:

- Government policies and procedures (including Whitman County Code, R.C.W., and W.A.C.).
- The principles and practices of recreation programming.
- Working with vulnerable populations.
- Update social media accounts,
- Working with the press; develop and distribute press releases,
- The principles and practices of effective supervision

Ability to:

- Work independently and use good judgement.
- Manage time efficiently
- Plan, organize, and direct events and programs
- Create strategy; set and achieve goals
- Work under pressure and delegate responsibility
- Establish and maintain effective working relationships
- Communicate effectively verbally and in writing
- Operate various computer programs and equipment.
- State/Federal Grant billing/reimbursement requirements.
- Volunteer Labor and Industry requirements,
- Palouse Empire Fair Contract requirements.
- Answer telephone(s) and emails,
- Record and transcribe Fair Board meeting minutes.

Experience, Education, and Training

- A minimum of 3 years of programming experience....
- Must pass a background check from DSHS Background Check Central Unit (BCCU), and Washington State Patrol Abstract Driving Record Check.
- High School Diploma or G.E.D.
- A Bachelor's degree in Recreation or Hospitality Management is desirable.
- Ability to obtain First Aid/C.P.R./A.E.D. Certification, and Washington State Food Workers Card.
- Possession of a valid Driver's License.

Physical Demands and Working Environment:

Work is performed both in a standard office environment, and occasional outdoor site. The charges below indicate typical physical requirements but variations may occur.

Physical Movement	Never	Seldom 1-10% 0-1 hr/day	Occasional 11-33% 1-3 hr/day	Frequent 34-86% 3-8 hr/day	Constant 67-100%
Sit				X	
Stand			X		
Walk			X		
Climb (ladder/stairs)		X			
Twist				X	
Bend/Stoop				X	
Squat/Kneel		X			
Crawl		X			
Reach Left, Right, Both				X	
Work above shoulders (L,R,B)			X		
Keyboard (L,R,B)				X	
Wrist (flexion/extension) (L,R,B)				X	
Grasp (forceful) (L,R,B)			X		
Fine manipulation (L,R,B)				X	
Operate foot controls (L,R,B)		X			
Vibratory tasks: high impact		X			
Vibratory tasks: low impact		X			

Lifting/Pushing	Never	Seldom	Occasional	Frequent	Constant
Lift (lbs) (L,R,B) up to 70 lbs			X		
Carry (lbs) (L,R,B) up to 70 lbs			X		
Push/Pull (lbs) (L,R,B) up to 70 lbs			X		

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