



Brown County

25 Market Street
Aberdeen, SD 57401
www.brown.sd.us

Administrative Assistant

County Fair and 4- H

Wage: \$20.87/hour

Opening date: 08/05/2025

Closing date: 08/22/2025

JOB SUMMARY

This position is responsible for providing administrative support for the operations of the County Fair Department.

MAJOR DUTIES

- Answers telephone and greets visitors; provides information assistance.
- Processes bills for 4-H, Fair, and Fairgrounds; reviews and processes invoices for payment.
- Receives and coordinates proof of customer and vendor insurance.
- Purchases office supplies and county fair materials.
- Attends board and committee meetings to provide information and assistance as directed by management.
- Assists in the coordination of contracts and payments.
- Assists in the coordination of winter camper storage.
- Assists with livestock, competitive exhibits, and 4-H programs.
- Assists with managing social media accounts and in updating the Brown County Fair and 4-H websites; assists with other websites as needed.
- Assists in supervising fair and 4-H interns.
- Assists with Fair Board events and projects; coordinates excused absence list for meetings; sends minutes and agenda to board members.
- Attends board and committee meetings to provide information and assistance as needed.
- Performs related duties.

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KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of modern office practices and procedures.
- Knowledge of county and departmental policies and procedures.
- Knowledge of computers and job-related software programs.
- Knowledge of basic bookkeeping practices.
- Skill in prioritizing and organizing work.
- Skill in the maintenance of files and records.
- Skill in the use of such office equipment as a computer, scanner, fax machine, and copier.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The County Fair and Park Manager assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include Fair Board bylaws, 4-H guidelines, and county and department policies and procedures. These guidelines are generally clear and specific but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related administrative duties. Frequently changing priorities contribute to the complexity of the position.
- The purpose of this position is to provide administrative support for department operations. Successful performance contributes to the efficiency and effectiveness of department operations.

CONTACTS

- Contacts are typically with co-workers, other county employees, volunteers, interns, campers, vendors, sponsors, 4-H leaders, and members of the general public.
- Contacts are typically to give or exchange information, resolve problems, motivate persons, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, walking, or stooping. The employee occasionally lifts light objects.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position supervises the work of interns.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years' experience or service.
- Possession of or ability to readily obtain a valid driver's license issued by the State of South Dakota for the type of vehicle or equipment operated.

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APPLY BY

Submit Brown County application to:

Brown County
Human Resources
25 Market St.
Aberdeen, SD 57401

Fax: 605.725.2355

Email: Humanresources@browncounty.sd.gov

Email: Allison.Tunheim@browncounty.sd.gov

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