



## Linn County Expo Center

3700 Knox Butte RD E. Albany, OR 97322  
Phone (541) 926-4314 Fax (541) 926-8630

[www.lcfairexpo.com](http://www.lcfairexpo.com)

### ***JOB ANNOUNCEMENT***

**CLASSIFICATION TITLE OF THE JOB:** ADMINISTRATIVE ASSISTANT/OFFICE MANAGER 2

**CLASSIFICATION # 045**

Full-time position working at the Linn County Expo Center

**CLASSIFICATION CATEGORY:**  
MANAGEMENT/EXEMPT

**ESSENTIAL FUNCTIONS OF THE JOB:**

A person employed in this classification must possess the capability to perform the following duties to be considered for and to remain in this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office job announcement, if applicable.

- Perform support services for all Linn County Fair & Expo Center events. Assist in scheduling, advertising and public relations activities.
- Perform various clerical, secretarial, reception or accounting work of a moderately complex nature.
- Provide and coordinate meeting and event customer service.
- Assist with retaining current Fair & Expo Center clients.
- Monitor contracts with clients.
- Work with other departments to facilitate, coordinate and assist LCFEC business
- Assist in the management of office software and databases.
- Manage facility food, beverage and kitchen services
- Work weekends and evenings as assigned
- Develop and maintain effective, harmonious and reasonable work relationships with others.
- Maintain regular and predictable work attendance.

**OTHER FUNCTIONS:**

This classification description covers the most significant essential functions performed by an employee in this position, but it does not include other occasional work, which may be similar to, related to, or a logical assignment for this position.

**QUALIFICATIONS:**

- Thorough knowledge of principles of office management; thorough knowledge of business English, composition, spelling and punctuation; considerable knowledge of departmental programs, practices and procedures; considerable knowledge of familiarity with budget procedures and practices; skill in maintaining effective public relations
- Four years of experience of a responsible nature in administrative, fiscal or legal office management work; and graduation from a community college with major coursework in or related to office management; or any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described.
- Possession of a valid motor vehicle operator's license and an acceptable driving record at the time of appointment.



## Linn County Expo Center

3700 Knox Butte RD E. Albany, OR 97322

Phone (541) 926-4314 Fax (541) 926-8630

[www.lcfairexpo.com](http://www.lcfairexpo.com)

### **PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

Work is generally performed indoors in an office environment. Work requirements include the ability to sit and move about; see, talk and hear; use hands to finger, handle or operate objects or controls; and reach with hands and arms. The work requires the ability to lift or move 30 pounds.

### **SALARY, BENEFITS, COMPENSATION:**

Linn County offers an excellent benefits package which includes fully paid contribution to the Oregon Public Employees Retirement System, paid holiday, vacation and sick leave, options for medical, dental and vision care insurance, options for deferred compensation, and employee assistance program, longevity pay, alternate and flexible work schedules and more. Current salary range and total compensation (depending on qualification):

**COMPENSATION:** Range: \$4,043- \$5,085 per month

**CLOSING DATE:** Open until filled

**HOW TO APPLY:** Submit a completed Linn County Employment Application Form, along with a resume to Kris Barnes, Linn County Expo Center, 3700 Knox Butte RD E Albany, OR 97322, or e-mail the documents directly to [kbarnes@co.linn.or.us](mailto:kbarnes@co.linn.or.us). Application forms may be obtained, along with the job classification, at the Linn County Web Page at <http://www.co.linn.or.us> or [www.lcfairexpo.com](http://www.lcfairexpo.com) or by calling (541) 926-4314. Application forms can also be obtained at the Oregon Employment Division in Albany.