

**CARBON COUNTY
PART-TIME POSITION
CARBON COUNTY FAIR BOARD**

POSITION: BOARD SECRETARY (less than 200 hrs/year)

JOB DESCRIPTION: Essential Functions (Major Duties or Responsibilities):

These duties are the essential functions and are not all-inclusive of all duties that the incumbent performs.

- Record minutes of all Fair Board meetings pursuant to 2-3-203 MCA and submit the approved minutes to the Carbon County Clerk and Recorder for electronic storage pursuant to 7-1-204 MCA.
- Assist the Fair Board Chair in developing Fair Board Agendas and notice Fair Board meetings pursuant to 2-3-103 MCA.
- Assist the Fair Board in developing the annual operating budget for recommendation to the Carbon County Commissioners
- Submit claims for payment to the Carbon County Accounts Payable Clerk in the Clerk and Records Office; obtain required insurance information for contractors; and submit contract information for projects requiring the withholding of Contractors Gross Receipts. Assist the Fair Board in obtaining quotes or formal bids in accordance with Carbon County's Purchasing Policy.
- Maintain records of the Carbon County Fair Board.
- Receive and respond to Fair Board business inquiries in a timely manner.

QUALIFICATIONS: Good listening and communication skills. Ability to clearly document Board actions and track invoices. Able to attend regular meetings of the Board and assist with annual fair activities.

APPLICATIONS: May be obtained from the Carbon County Clerk and Recorder's office or online at <http://co.carbon.mt.us/employment>. Please see reasonable accommodations and employment preference on application. In addition, a cover letter is requested to share how your education, experience, knowledge, skills, and abilities meet the necessary qualifications for this position. Applications will be accepted until 5:00 P.M. on Friday January 11th, 2019 at the Clerk and Recorder's office in the Carbon County Administration Building, 17 West 11th Street, Red Lodge, Montana or P.O. Box 887, Red Lodge, MT 59068.

Equal Opportunity Employer