

Position Announcement

Working Title: Human Resources Assistant
Date Posted: February 24, 2016; open until filled
Pay Grade/Salary Range: Ungraded Non-Merit; Minimum pay of \$24,000 annually
Agency: Kentucky State Fair Board, 937 Phillips Lane, Louisville, KY 40209

Agency Comments: The Kentucky State Fair Board (KSFB) is home to the sixth largest convention space in the United States with over 1.5 million square feet of space and includes the Kentucky Exposition Center (KEC) and the Kentucky International Convention Center (KICC). The KSFB is charged with advancing the Commonwealth's tourism industry and economy by providing entertainment, tradeshow, conventions and public gatherings, and providing an annual economic impact of over \$500 million.

Fair Board Support

The Human Resources Assistant works within the Human Resources Office of the Kentucky State Fair Board and is responsible for learning and performing a broad range of entry-level human resource (HR) functions for full-time, temporary and part-time employees, ranging in number from 300 to 1800. Work is primarily in an office setting.

Essential functions include

- Learn and perform entry-level HR functions utilizing various human resource information systems (HRIS); process paperwork/documentation relating to HR support.
- Effectively use office tools and technology: computer, phone, copier, printer, scanner, common office software (Excel, Word, Outlook, PowerPoint).
- Interact professionally with co-workers, supervisors, managers and guests; maintain confidential information.
- Work overtime as required, including some nights and weekends during selected shows and events (i.e., Kentucky State Fair); may be exposed to varied indoor/outdoor environmental conditions (temperature, dust, debris, animals, crowds).

Examples of duties and responsibilities include

- Process, verify, and maintain personnel related documentation.
- Compile data and documentation; enter or store information into systems; search and retrieve data or information; consolidate information and provide reports.
- Provide general HR assistance to staff performing the following functions: personnel, payroll, training, safety, worker's compensation, and benefits.
- Perform other duties as assigned.

Preferred qualifications include

- Knowledge of administrative and clerical procedures and the skill to perform them.
- Ability to produce accurate work products within required deadlines.
- Knowledge of the principles and concepts of human resource administration

Contact Information: Interested applicants should send a cover letter, resume, and at least 3 professional references to the Kentucky State Fair Board to the attention of:

Paul Herberg, HR Director
P.O. Box 37130
Louisville, KY 40233-7130 or via email: pherberg@ksfb.ky.gov

The Kentucky State Fair Board is an equal opportunity employer.