



# Yamhill County Fair & Event Center

<b>WORKING TITLE:</b> FAIRGROUNDS MANAGER	<b>CLASSIFICATION:</b> FAIRGROUNDS MANAGER
<b>DEPARTMENT:</b> FAIRGROUNDS	<b>DIVISION:</b> FAIRGROUNDS
<b>PAY RANGE:</b> VARIES	<b>FLSA CATEGORY:</b> EXEMPT
<b>PHYSICAL REQUIREMENTS:</b> ATTACHED	<b>WORKERS COMP CODE:</b> 9016
<b>PPE:</b> PER WORK LOCATION	<b>REVISION DATE:</b> MARCH 2017

## JOB DESCRIPTION

### ***GENERAL STATEMENT OF DUTIES:***

Manages all aspects of the fairgrounds operations including activities held at the fairgrounds and equestrian center, facilities operation and maintenance, fairgrounds budget and accounting systems for monetary control, marketing of the fairgrounds year-round event center, marketing of the annual County Fair, promotion and support of fairgrounds events, grounds, and control, space rentals, and supervision of assigned staff. Manages a budget near \$600,000. Works under the direction of the Yamhill County Fair Board. Coordinates implementation of policies of the Yamhill County Fair Board.

### ***SUPERVISION RECEIVED:***

Utilizes considerable independent judgment and initiative under the general supervision of the Yamhill County Fair Board. Performance is evaluated on time use of the fairgrounds, multiple use of the facilities, physical maintenance, fiscal controls, profit/loss, and fairgrounds services to the community.

### ***SUPERVISION EXERCISED:***

Manages, supervises, directs, and coordinates work of assigned personnel. Directs and coordinates work of volunteers.

### **DUTIES AND RESPONSIBILITIES INCLUDE ESSENTIAL FUNCTIONS OF POSITIONS ASSIGNED TO THIS CLASSIFICATION. DEPENDING ON ASSIGNMENT, THE EMPLOYEE MAY PERFORM A COMBINATION OF SOME OR ALL OF THE FOLLOWING DUTIES:**

- Plans, coordinates, schedules, and promotes a variety of cultural, educational, recreational, and civic shows, exhibitions and conventions.
- Markets the fairgrounds year-round event center.
- Markets the annual County Fair.
- Assists the Fair Board in planning, organizing and producing one or more fundraising events every year.
- Provides publicity and information as required.
- Prepares and administers the annual fair fund budget.
- Prepares, controls, and presents budgets for individual events; monitors expenditures for compliance with budgets.
- Completes and produces monthly fiscal reports.

- Plans and implements annual maintenance and physical improvement projects at the fairgrounds.
- Manages maintenance, office, and security personnel.
- Identifies opportunities for grants, writes grant proposals, and secures the grants for operation of fair and fairgrounds.
- Assures and manages fiscal and other compliance needs with grant requirements.
- Manages, coordinates, promotes, publicizes, and produces the annual county fair.
- Completes fundraising and sponsorship agreements to secure additional resources for fairgrounds and equestrian center operations.
- Produces income for operations through rental of space, equipment, and facilities.
- Attends Fair Board meetings.
- Attends state, regional and community meetings as well as association meetings and trainings as they pertain to the fair and event center operations.
- Acts as Fair Board Administrative Assistant
- Acts as liaison between the Fair Board and the county youth development organizations (i.e. 4-H, FFA and the YC Youth Livestock Auction Committee.)
- Prepares correspondence, reports and documents for fair board.
- Completes other duties as assigned.

### **JOB SPECIFICATION**

#### **KNOWLEDGE OF:**

- Public relations and public speaking, budgeting and fiscal controls, event and facility promotion and marketing
- Fair operations as well as equine facility operations and rental management.
- Managing construction and remodeling projects.
- Generally accepted accounting practices and county fiscal procedures.
- Applicable ordinances and regional resources.

#### **SKILL IN:**

- Operate computer and software necessary to perform the requirements of the job, including but not limited to current Microsoft Windows Operating System, with strong knowledge of Outlook, Word, and Excel.
- Project a positive, professional image for self and Yamhill County.
- Marketing and promotion.
- Planning and organizing.
- Personnel and facility management.
- Public relations, organization, leadership and time management
- Negotiating and managing contracts related to events and facilities management

#### **ABILITY TO:**

- Interact with the public and private businesses in a courteous, tactful, and firm manner.
- Establish and maintain cooperative working relationships with contractors, colleagues, and the general public contacted in the course of work.
- Communicate effectively, both orally and in writing.

- Attend work as scheduled and/or required.
- Ability to communicate verbally and in writing suitable for a management level position.
- Ability to make independent decisions in accordance with established guidelines; to use initiative and judgement in carrying out tasks and responsibilities with limited instruction and guidance.

**MINIMUM EXPERIENCE AND TRAINING:**

Four years experience in business management, marketing, event center promotion or equivalent education plus experience. Preference will be given to applicants with prior experience or involvement with a County Fair, year-round event center or youth development organizations (4-H, FFA for example).

**OTHER REQUIREMENTS:**

Ability to secure and maintain a driver's license valid in the state of Oregon, or an acceptable alternative means of transportation. May be required to drive a County vehicle. Employees authorized to operate a private vehicle on County business are required to carry a valid driver's license and liability insurance minimums as outlined in ORS 806.070.

May be subject to successful completion of a background check.

**WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY:**

The incumbent typically works in an office environment and uses a computer, telephone and other office equipment as needed to perform duties. The noise level in the work environment is typical of that of an office. Incumbent may encounter frequent interruptions throughout the work day.

The employee is regularly required to sit, talk, or hear; frequently required to use repetitive hand motion, handle or feel, and to stand, walk, reach, bend or lift up to 20 pounds regularly and 30 pounds occasionally.

Contact with the public in office environments may risk exposure to irrational/hostile behavior, contagious diseases, or contact with domestic animals.

*The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

*This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees may be required to perform other related duties as assigned, to ensure workload coverage. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.*

*This job description does NOT constitute an employment agreement between the employer and employee, and is subject to change by the employer as the organizational needs and requirements of the job change. The job specification requirements stated are representative of minimum levels of knowledge, skills, and abilities to perform this job successfully. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above so that the employee will possess the abilities or aptitudes to perform each*

*duty proficiently.*