
EXEMPT (Y/N):	Yes	JOB CODE:	CSC
DEPARTMENT:	Fair	CLASSIFICATION:	455
SUPERVISOR:	Fair Board	SALARY RANGE:	E04
UNION (Y/N):	No	LOCAL:	NA

GENERAL STATEMENT OF DUTIES: Responsible for the general operation of the annual Columbia County Fair & Rodeo. Manage and coordinate the fairgrounds office in relation to staff, organization and supplies. Advertise, promote and communicate the capabilities of the fairgrounds. Do other duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Manage, coordinate and oversee operations for the annual County Fair & Rodeo. This includes locating, hiring and supervising temporary fair labor; locating and coordinating volunteers; organizing all fair events/entertainment (e.g., rodeo, stage, farm scramble, logging show); organizing and contracting for fair concessions; locating and organizing fair sponsors; ordering all fair related supplies.

Develop/coordinate marketing plan to attract events and sponsors. This includes contacting event organizers, booking agents, community organizations, promoters/producers, etc.; conducting site tours of facilities as needed; preparing and distributing promotional material; attending meetings/conferences/events to contact possible user groups; negotiating contracts; coordinating schedule of events; supervising staff as needed.

Conduct fund raising activities, including grant applications as appropriate to fund fairground operations.

Enforce County and Fair Board policies, rules and regulations and applicable local, state and federal laws in relation to the use of the fairgrounds.

Receive and record revenues and receipts for the department. Maintain accurate fiscal records.

Assist Fair Board in preparation of annual budget. Review and monitor expenditures for compliance with approved budget.

Review and respond to inquiries from citizens. Resolve problems and complaints under the Fair Board's direction. Provide assistance and information to organizations interested in using the fairground facilities.

Prepare and recommend for adoption policies and procedures relating to fairgrounds use and operation.

Represent the Fair Board at designated public and County meetings. Provide information on Fair Board activities and status of projects to County officials, news media and the public. Convey concerns and opinions on issues to the Fair Board.

Purchase necessary supplies and recommend purchase of equipment. Oversee repairs/maintenance for fairgrounds equipment and/or facilities, existing and future.

Prepare, type and/or edit correspondence, memos, reports for the department. Attend, record and transcribe and distribute meeting minutes for the Fair Board public meetings.

Maintain accurate time records for payroll and tracking of volunteers.

Maintain accurate filing system relating to department activities.

Follow all safety rules and procedures established for work areas. Comply with all relevant County policies and procedures.

SUPERVISORY RESPONSIBILITIES: Supervise office and grounds staff and volunteer workers. Carry out supervisory responsibilities in accordance with the County's policies, procedures, labor union agreements and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. Coordinate all personnel functions with the Fair Board and Human Resources Director.

SUPERVISION RECEIVED: Work under the general direction of the Fair Board who provide policy and administrative direction and review performance. This position is subject to the direction of the entire Fair Board and is not subject to the direction of any individual Fair Board member unless explicitly directed to do so by a public decision of the Fair Board.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Equivalent to a bachelor's degree, in the field of business, marketing, public administration or related field with at least three years experience in events coordination, fair management or related field, or any satisfactory combination of experience and training which demonstrates the ability to perform the above duties.

KNOWLEDGE, SKILL AND ABILITY: Knowledge of the general principles of office management; public and community relations; communication and interpersonal techniques; principles and practices of public administration; marketing methods and techniques. Familiarity with the use of computers and business software such as word processing and spreadsheets.

Skill to successfully locate and commit events and sponsors for utilization of the fair grounds.

Ability to effectively supervise staff and coordinate volunteer workers. Ability to work for and take direction from a multi-member committee. Ability to maintain effective working relationships with fellow employees, supervisors, other agencies, County officials and the general public.

CERTIFICATES, LICENSES, REGISTRATIONS: Must possess a valid driver's license and be insurable under the County's liability insurance coverage.

PHYSICAL DEMANDS: The physical demands described here 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.

While in the office minimal, involving the movement of files, books, equipments, etc. seldom exceeding 20 pounds. Activity in the grounds may require additional physical demands, such as walking, bending, stooping, reaching, etc.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Typically, general office environment. The performance of duties related to management of the grounds

may require walking over various terrains or other hazards and exposure to all weather conditions.