



## HARNEY COUNTY FAIR MANAGER POSITION

**Position Title: Fairgrounds Manager**

**Division/Section: Harney County Fairgrounds**

**Job Series: Management**

**Salary Range: Up to \$48,000.00 per year**

**Union Covered: No**

**FLSA Category: Exempt**

### GENERAL DESCRIPTION OF POSITION

Manages all aspects of the fairgrounds operations including activities held at the fairgrounds, facilities operation and maintenance, fairgrounds budget and accounting systems for monetary control, marketing of the fairgrounds year-round, marketing the annual County Fair, promotion and support of fairgrounds events, space rentals, and supervision of assigned staff. Manages a budget near \$500,000. Works under the direct supervision of the Harney County Fair Board. Coordinates implementation of policies of the Harney County Fair Board.

### SUPERVISORY RELATIONSHIPS

**Received:** Utilizes considerable independent judgment and initiative under the general supervision of the Harney 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.

**Exercized:** 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 events
- Markets the annual County Fair
- Assists the Fair Board in planning, organizing and producing one or more fundraising events each year.
- Provides publicity and information as required
- Prepares and administers the annual fair fund budget with the help of the treasurer.
- 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 with the direction of the board.
- Manages maintenance, office and all other assigned personnel, including security.
- Identifies opportunities for grants, writes grant proposals and secures grants for operation of the fair and the 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 the fairgrounds operation.
- Produces income for operations through rental of space, equipment and facilities.
- Attends Fair Board Meetings and other meetings as directed, including state, regional and community meetings as well as association meetings and trainings as they pertain to the fair and its operations.
- Acts as the Fair Board Administrative Assistant.
- Acts as liaison between the Fair Board and other county youth development organizations (4-H, FFA, Livestock/Auction Committee)
- Prepares correspondence, report and documents for the 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 and rental management.
- Managing construction and remodeling projects.
- Generally accepted accounting practices and county fiscal procedures.

- Public accounting 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 a strong knowledge of Outlook, Word and Excel.
- Project a positive, professional image for self and Harney 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.
- Journalism, the ability to write newspaper articles, produce posters, flyers and the Fair Premium book.

**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 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 instructions and guidance.

**PREFERRED QUALIFICATIONS**

**THE RIGHT CANDIDATE SHOULD BE HIGHLY ORGANIZED WITH A PROVEN TRACK RECORD OF SALES AND MANAGEMENT IN THE FACILITY/HOSPITALITY INDUSTRY.**

- A degree in Recreation/Tourism, Event Planning, Public Relations, Marketing, Business or other closely related field.
- Direct experience in festival and event production.
- Experience in construction/renovation projects
- Experience in facilities maintenance.
- Experience in the development of successful operation of promotion and advertising programs.
- Familiarity with fairs, 4-H and FFA programs.
- Must be able to successfully pass a background check and drug test.

This job description/posting describes the general purpose and responsibilities assigned to this job and is not an exhaustive list.

## **SALARY AND BENEFITS**

Full time position including benefits, up to \$48,000.00. Future possibilities for increase with grant writing and project management.

### **To Apply:**

**Applications will be accepted until October 16, 2017 at 5pm.**

Submit Cover Letter, Resume and References to [Karen.moon@oregonstate.edu](mailto:Karen.moon@oregonstate.edu)  
Or mail to:

Karen Moon  
450 N Buena Vista Ave #4  
Burns, OR 97720

