



## HARNEY COUNTY FAIR MANAGER FULL - TIME

**Days / Hours:** 37.5 hours per week benefited  
**Salary/Benefits:** \$3399.50 TO \$3932.50/Month DOE

**PURPOSE 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.

### **ESSENTIAL JOB FUNCTIONS:**

**May perform a combination of some or all of the following duties:**

1. Plans, coordinates, schedules and promotes a variety of cultural, educational, recreational, and civic shows, exhibitions and conventions.
2. Markets the fairgrounds year-round events.
3. Markets the annual County Fair.
4. Provides publicity and information as required.
5. Prepares and administers the annual fair fund budget with the help of the Fair Board and County Budget Officer.
6. Prepares, controls and presents budgets for Individual events, monitors expenditures for compliance with budgets.
7. Completes and produces monthly and annual fiscal reports.
8. Plans and implements annual maintenance and physical improvement projects at the fairgrounds with the direction of the Fair Board, County Court, and with the assistance of the Caretaker.
9. Manages maintenance, office, and all other assigned personnel, including security.
10. Identifies opportunities for grants, writes grant proposals and secures grants for operation of the fair and the fairgrounds.
11. Assures and manages fiscal and other compliance needs with grant requirements.
12. Manages contracts, coordinates, promotes, publicizes and produces the annual County Fair.
13. Completes fundraising and sponsorship agreements to secure additional resources for the fairground's operation.
14. Produces income for operations through rental of space, equipment and facilities.
15. 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.

16. Acts as the Fair Board Administrative Assistant. Prepares correspondence, reports, and documents for the Fair Board. File a completed financial statement with the County Clerk, in accordance with ORS 565.315 section 4, annually. Assists the Fair Board in planning, organizing and producing one or more fundraising events each year.
17. Acts as liaison between the Fair Board and other county youth development organizations (4-H, FFA, Auction Committee)
18. Schedules reservations and collection of fees for the RV park.
19. Stall reservations, assignments for events, and collection of fees for stalls.
20. Memorial Building, Sale Barn, etc. reservations and fee collection.
21. Duties including but not limited to overseeing sweeping, mopping, cleaning windows, wiping down, and disinfecting surfaces.
22. Completes other duties as assigned.

### **Mandatory Requirements**

1. Public relations and public speaking experience
2. Budgeting and fiscal controls experience
3. Facility operations and rental management experience
4. 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.
5. Demonstrate experience in marketing, promotion, advertising, sponsorships, and planning. Familiarity with Fairs, 4-H and FFA programs
6. Strong organization, leadership, and time management skills.
7. Attend work as scheduled and/or required.
8. Valid driver's license.
9. Must pass a background check and drug test.

### **Preferred, but not required:**

1. Highly organized with a proven track record of sales and management in the facility/hospitality industry.
2. A degree in Recreation/Tourism, Event Planning, Public Relations, Marketing, Business or other closely related field and/or 2 yrs. of related job experience.
3. Experience in construction/renovation projects.
4. Experience in facilities maintenance.

**Application Closing Date and Time:** November 19, 2021 Obtain an employment application and full job description from Human Resources, by email at [deanna.atwell@co.harney.or.us](mailto:deanna.atwell@co.harney.or.us) or call 541-573-8373, The application is also available on the Harney County website under the Human Resource Department.

**Harney County is an AA/EEOE.**