

Bonner County Job Description



Title: Fairgrounds and Facility Director

Department: FAIR

Supervisor: BC Fair Board and BC Commissioners

Supervision Exercised: Admin Asst, Fairgrounds Foreman, Fair Tech, 6-15 seasonal and part time fair personnel, coordinators for activities and up to 200 fair volunteers.

Wage Grade: 14

Job Description Revision: 03_22_2017

Number of Vacancies: [for recruitment use]

Open Date: [for recruitment use] **Close Date:** [for recruitment use]

Posting Title	Director, Fair
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General Summary	<p>Performs various duties associated with managing the Fairground Facility and the Annual County Fair, overseeing the maintenance and usage of the fairgrounds, and serving as the Fair Board Secretary. Develops short and long range plans, goals and objectives in conjunction with the County Commissioners and Bonner County Fair Board; reviews and recommends updates to the annual, five-year and comprehensive plans, recommends improvements, acquisitions or extensions of fairgrounds services; coordinates activities of assigned operations with other county departments. Prepares annual budget for approval by the Board of County Commissioners, manages review and expenditures for the Fairground operations consistent with standards and acceptable fiscal management procedures and in compliance with County policies and procedures; continuously solicits and compiles data assisting the cost-effective administration and fiscal management of the fairgrounds facility; approval of divisional expenditures; supervises the purchase, acquisition and inventory of supplies and equipment. Prepares and directs a year around marketing plan to fully maximize the Fairgrounds facility. Writes grants and oversees grant projects.</p> <p>Work involves a variety of recurring situations with occasional variances from the norm where regular judgment is required to apply standard practices and decision-making within clearly defined parameters as well as establishing new policies and procedures as needed. Work typically requires a moderate level of complexity under infrequent supervision. Communicates heavily with others inside the department, and regularly with customers of the fairgrounds. Work has a distinct impact on the operations of the fairgrounds and their facilities, which may impact users of the fairgrounds, with some potential for overriding impact to the reputation of the County. Work is typically performed both indoors and outdoors, requiring frequent exposure to weather and inclement conditions. Typically involves intermittent stress during periods of the Fair and other events. Does not typically involve travel outside of the County.</p>
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Essential Functions

The essential functions include, but are not limited to, the following duties and responsibilities, which are not listed in any particular order of priority and may be amended or added to by the County at any time:

FACILITIES AND GROUNDS

1. Maintains and oversees upkeep of fairgrounds facilities to ensure neat and orderly conditions for use during the Annual County Fair and throughout the year. Administers the grounds and oversees their upkeep and maintenance according to established policies.
2. Determines work assignments to achieve program objectives. Evaluates employee performance and conducts timely formal performance appraisals. Responsible for hiring, promotion, or termination of staff. Manages the development of change in organization, staffing, and work processes to increase effectiveness and efficiency.
3. Maintains and coordinates calendar of events at the facility and an organized office environment.
4. Ensures that all documents (legal paperwork) and procedures are associated with use of fairground facility are signed and understood prior to use and rental of property.
5. Supervises full-time and part-time seasonal employees involved in the maintenance, upkeep and repair of fairgrounds facilities. Oversees up to 200 volunteers during periods of the Annual County Fair and for community service projects. Maintains accurate employee records and prepares and monitors time sheets and other payroll records.
6. Manages funds in the budget relating to the Annual County Fair, fairgrounds income, trusts, savings accounts, and grants as applicable. Makes all deposits and performs accounts payable and receivable functions for the Fair and fairgrounds. Prepares annual budget requests for each fiscal year and presents such budget to the Fair Board and Commissioners for approval.
7. Maintains accurate files of fairgrounds business and information. Prepares monthly income and expense statements, as well as year-end statements for all accounts. Prepares related statements for Annual County Fair and Horse Show income and expenses. Balances all accounts at the end of the fiscal year, prepares annual statement regarding the balance, and submits to newspaper and other departments as needed.
8. Directs all maintenance work on grounds, prioritizing projects as funds permit. Identifies needed upgrades and improvements in order to provide rental facilities in good operating condition and that meet the needs of the facility users. Supervises all repair and construction projects as needed, and ensures that all necessary repairs are completed for safety and convenience of facility users. Advertises and receives bids for large projects.
9. Attends regular County department head meetings and ensures that all employees are kept informed of issues relating to them and their positions.
10. Maintains current and accurate inventory records of equipment, vehicles, furniture, etc. Updates inventory annually and submits to risk manager. Determines surplus property to be sent to auction and prepares all related paperwork for doing so.
11. Plan, coordinate and manage activities, events and facilities at the Bonner County Fairgrounds, including Annual County Fair; recommend goals and objectives related to the direction of the Fairgrounds and County Fair; develop and maintain the Annual County Fair business and strategic plan.
12. Prepare short and long range forecasts for the Fairgrounds and Annual County Fair; gather information from customers, users, service providers, staff, vendors and others to determine the direction and future needs ; analyze and recommend improvements to

facilities and equipment; evaluate the need for and recommend short-term and long-term capital projects and expenditures.

13. Review and analyze the operations of the Annual County Fair and Fairgrounds; identify areas to increase effectiveness and efficiency of the operations and make recommendations for improvements; supervise staff in the implementation of agreed upon action steps.
14. Review and submits license contracts in a timely manner and ensures that all paperwork is in proper legal order prior to commencement of scheduled events. Negotiate and administer contracts related to logistics and professional services related to the Annual County Fair including security, admissions to events, parking and traffic flow, medical and safety responders, janitorial, rental equipment, sounds and lights, stages, disasters and emergency planning.
15. Oversee the planning and strategies to market and advertise the Fairgrounds rental facilities; approve and supervise compliance with usage policies, provide recommendations for user fees for interim faculty rental program.
16. Oversee rental house lessees, contractual agreement, repairs and maintenance to rental house.
17. Prepares an event flyer that is updated every one to two months. Distributes to various locations both inside and outside the organization.
18. Maintains checkout system for keys and equipment. Performs pre- and post-use facilities inspections to assess condition, damages, missing objects, etc. Completes remaining clean-up and repairs, and bills accordingly for extra work performed.
19. Develops and maintains an ongoing list of improvements and projects. Obtains estimates for completing projects, assesses feasibility, and prioritizes projects for completion. Keeps Fair Board members and Commissioners informed of key changes or problems arising at the fairgrounds.
20. Maintains contact with County insurance agent to ensure proper insurance coverage prior to facilities usage
21. . Researches and writes grants for the fairgrounds.
22. Creates new and creative fundraising projects for capital improvements.
23. Develops and maintains a strategic sponsorship plan. This is the key to success: Fair manager needs to streamline sponsorship efforts to increase successful partnership through essential research and development.

FAIR

1. Supervises Foreman, Maintenance, Administrative Assistant, grounds crew, community service groups, inmate labor, volunteer laborers, and all other Fair volunteers as needed for the efficient and effective coordination of the Fair and related activities.
2. Supervises Administrative Assistant in keeping mailing list updated. Develops correspondence related to Annual County Fair activities. Provides training and follow-up correspondence following the Fair.
3. Supervises Administrative Assistant in maintaining Trophy sponsor list. Corresponds to renew sponsorships, secures new sponsors and bills appropriately. Prepares certificates for cash awards and orders trophies in preparation for Fair events. Organizes and displays trophies in Fair Office during the Annual County Fair.

4. Oversees inventory of all ribbons, badges, tags, cards, and all other supplies needed for effective Fair operations. Purchases necessary supplies for the Annual County Fair, volunteers and related activities.
5. Edits and makes final preparations for printing the Fairbook and prepares all other publicity flyers and advertisements for the Fair and related activities. Sends book to printer and distributes final copies to County locations.
6. Work with Fair Board to determine and procure entertainment and commercial vendors during the annual County Fair; work with staff to determine the needs for food, beverage, and commercial vendors and design fair layouts.
7. Oversees coordination of various activities and events during the Annual County Fair. Coordinates 4-H events, food vendors and their assignments, booth layout, assignment, exhibiting and commercial operations and all other functions and activities related to the effective operation of the Fair.
8. Oversees related books and records for activities, events and exhibits.
9. Secures and supervises a paid coordinator to oversee live exhibits, static exhibits, entertainment and activities. Oversees judge selection for all departments as well as the activities of volunteer superintendents.
10. Manages cash payout in excess of \$12,000 for fair premiums and manages presentation of donated awards.
11. Supervises and extra-help security staff and provides security for events at the fairgrounds, including organizing and selecting appropriate personnel and scheduling their time in accordance with promoter needs.
12. Analyzes and recommends improvements to existing facilities, equipment of operating systems of assigned activities, analyzes trends and operations for adequacy of service.
13. Knowledge in the principles, practices, and techniques of program planning, contract negotiations and administration, building and grounds maintenance.
14. Ability to aid grounds maintenance.
15. Knowledge of public safety, health regulations, crowd control, building codes, laws and requirements.
16. Apply judgment and discretion in resolving problems and interpreting policies and procedures.
17. Oversee and participate in public relations and marketing activities to publicize and stimulate interest in the Fairgrounds and Annual County Fair activities and programs; attend meetings with civic groups, businesses, and other organizations; coordinate the dissemination of information to the media and the public; provide information to media representatives and other agencies and the public regarding Fairgrounds and Annual County Fair issues, programs and activities of interest.
18. Serve as representative at public meetings and hearings that impact the Fairgrounds and the Annual County Fair; attend and present information at Fair Board meetings; act as the Fair Board Secretary; prepare the Fair Board agendas and packets and advertise meeting.

FAIR BOARD SECRETARY

	<ol style="list-style-type: none"> 1. Schedules monthly Fair Board meetings, posts dates, and prepares agendas according to Open Meeting Laws. Attends all Fair Board meetings, takes minutes of each meeting, and sends copies of such meetings to appropriate recipients. 2. Attends annual Fair Association conventions; District ,RMAF, IAFE, Educational Summits and Event Planning to keep informed and up to date on the fair industry. 3. Maintains and reports monthly and end-of-year financial statements for review and approval. 4. Performs various functions for the Fair Board to ensure effective operations. Responds to all related correspondence, compiles mileage reimbursements and expense reports, and all other duties as assigned.

Secondary Functions	<ol style="list-style-type: none"> 1. Attends professional association meetings when possible to enhance knowledge of the industry and to develop new ideas for fairgrounds management and improvements 2. Prepares and enters agriculture projects, competitive exhibits, communications programs, and sponsorship categories for international recognition in over 45 categories at the IAFE Convention. 3. Have in place a Consumer Protection program for the fair and facility with Flow Chart and Site Plan. 4. Works with Extension Office to accommodate 4-H activities at the fairgrounds. 5. Performs all other duties as assigned. 6. Has an emergency plan for the Annual County Fair and Fairgrounds.
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<p>Specifications</p>	<ol style="list-style-type: none"> 1. General knowledge of: principles and practices of general fiscal management, including budget preparation and administration; principles and practices of management and supervision, strategic planning, resource allocation, leadership and coordination of people and resources; principles and practices of contract negotiation, preparation and administration; and laws and regulations governing the fair industry including public safety, crowd control and building codes. 2. Sufficient combination of knowledge, skills and abilities so as to competently perform the essential functions of the job. Bachelors in Public Relations, Business or equivalent. 3. Three to five years experience in events coordination or other related experience as needed to perform the essential functions of the job. 4. Knowledge of events publicity and coordination. Ability to coordinate the efforts of volunteers and employees in the Annual County Fair and other events and activities at the fairgrounds. 5. Must possess excellent organizational skills and attention to detail as needed to ensure the completion of all details for events. 6. Must possess good work habits and the ability to perform set instructions as directed. 7. Ability to work under intermittent stress created by deadlines and events. 8. Basic understanding of general maintenance and repair functions as needed in the upkeep and maintenance of the fairgrounds. 9. Ability to use a variety of hand tools, machinery, vehicles and equipment as needed in the upkeep and maintenance of the fairgrounds. 10. Ability to perform janitorial duties as required. 11. Ability to follow directions, work in an effective and professional manner and develop effective working relationships with co-workers, supervisor, and general public. 12. Ability to communicate effectively, both orally and in writing. Ability to coordinate with a variety of volunteers, employees, department heads, and other users of fairgrounds facilities to successfully coordinate events. 13. Ability to develop and maintain harmonious working relationships with others, both inside and outside the organization. 14. Have skills to use logic and reason to identify strengths and weaknesses of alternative solutions or approaches to problems, consider the relative costs and benefits of potential solution to problems or issues and choose the most appropriate one; use independent judgment and problem solving skills to create and implement new solutions not previously applied to problems or issues.
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<p>Working Conditions</p>	<p>Ability to perform those physical activities necessary to complete the essential functions of the job, either with or without reasonable accommodation. Requires continual communication (hearing and talking) and standing; frequent fingering, grasping, walking, and repetitive motions. Requires regular lifting, pushing, pulling and carrying up to 25 pounds with occasional weights over 50 pounds. Requires good general vision. May be required to work odd hours and be on call as needed during various periods of the year as needed or assigned.</p>
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Disclaimer

This job description is not an employment agreement or contract and management reserves the right to modify when necessary per Bonner County policy.

I have reviewed and agree this Job Description accurately reflect the current responsibilities of my position. I also acknowledge that it will be placed in my Personnel File.

Signature: _____ Date: _____

Please Print Name: _____