



JOB DESCRIPTION

<i>Title</i>	Fairgrounds Manager				
<i>Department</i>	Fair & Expo			<i>Job Class</i>	Fair M 6
<i>Driving Required</i>	Yes			<i>Safety</i>	Yes
<i>Labor Union</i>	Unrepresented			<i>FLSA</i>	Exempt
<i>Created</i>	June 2018	<i>Reviewed</i>	Oct. 2022	<i>Revised</i>	Oct. 2022

Purpose

The Clatsop County Fairgrounds Manager is responsible for the day-to-day operation and coordination of the Clatsop County fairgrounds and facilities, supervises fairgrounds staff, oversees the promotion, coordination, and utilization of the fairgrounds, including scheduling and planning, maintenance, repair and improvements of the facilities. They represent the interests of the Clatsop County Fair in accordance with policies, procedures, and standards established by the Fair Board of Directors, Oregon Revised Statutes, and county administrative policies and procedures.

Essential Functions

A person employed in this classification must possess the capability to perform the following duties to be considered for this position. The duties are essential functions requiring the critical skills and expertise needed to meet the job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

- Manage, coordinate, and oversee operations of the Clatsop County fairgrounds. This includes hiring and supervising staff and volunteers, organizing all fair events and entertainment, organizing and contracting for fair concessions, locating and organizing fair sponsors, and ordering all fair related supplies.
- Support and guide the governance processes of the Fair Board, including Board Rules, agenda development and publishing, meeting guidelines, public meeting notices, board governance training, and compliance with Oregon Public Meeting Laws.
- Develop, recommend, and implement a marketing plan to attract future events and sponsors. This includes contacting event organizers, booking agents, community organizations, promoters and producers, conducting site tours of facilities as needed, preparing and distributing promotional material, attending meetings, conferences and events to contact possible user groups, and coordinating a schedule of events.
- Conduct fundraising activities, including grant applications as appropriate, to fund fairground operations.
- Enforce Clatsop 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 fairgrounds. Maintain accurate fiscal records.



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- Assist Fair Board in preparation of annual budget. In compliance with local budgeting and purchase policies and laws, review and monitor expenditures for compliance with approved budget.
 - Assist in audits. Submit to the Fair Board a monthly accounting of income and expenditures, present a year-end forecast, establish and monitor an accounting system for fair season receipts, and maintain accurate inventory of materials and supplies.
 - Participate with the Fair Board in contract negotiations with vendors, facilities users and volunteer organizations, i.e. 4H, civic organizations, religious organizations, etc.
 - Provide assistance and information to organizations interested in using the fairground facilities. Review and respond to inquiries from citizens ensure concerns and opinions on issues are conveyed to the Fair Board. Work with the Fair Board to resolve problems and complaints.
 - 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.
 - Purchase necessary supplies and recommend purchase of equipment. Oversee repairs and maintenance for fairgrounds equipment and/or facilities, existing and future.
 - Prepare Fair Board meeting agendas and attend Fair Board public meetings. Coordinate the recording, transcription, and distribution of the meeting minutes to the public in accordance with public meeting laws.
 - Interview, hire, and train employees. Plan, assign, and direct work activities. Establish performance requirements, document and appraise staff performance, provide coaching for performance improvement, recommend and administer progressive discipline as needed.
 - Promote and foster cooperation and teamwork among staff and volunteers as well as in interactions with other county departments.
 - Provide direction for all fairgrounds maintenance functions to staff, volunteers, student and community-service work crews, and adults in custody. Maintain accurate time records for both payroll and tracking of volunteers.
 - Maintain accurate filing system relating to department activities.
 - Follow all safety rules and procedures established for fairgrounds and specific work areas. Comply with all relevant county policies and procedures. Conduct yearly safety audit/ risk analysis of the fairgrounds to ensure safety hazards are identified and fixed.
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- Prepare budget forecasts for maintenance and prepare or obtain cost estimates for major repairs. Develop annual maintenance plan for fairgrounds facilities.
 - Plan and execute minor and major construction and maintenance projects to improve the usefulness and safety of the facility in accord with public contracting laws. Obtain any required permits.
 - Regularly inspect and maintain existing infrastructure and grounds systems (septic, drainage, wetlands, utilities, well, etc.) to ensure they are being used and performing properly. Maintain necessary maintenance records.
 - Perform corrective and preventive maintenance to grounds, structures, HVAC systems, facilities, various maintenance equipment, mechanical systems, plumbing systems and fixtures, water and drainage lines.

Education and Experience

Must possess any satisfactory combination of experience and training which demonstrates the ability to perform the duties of the position, preferably education or training equivalent to a Bachelor's degree in business, marketing, public administration or related field. At least three years of work experience in events planning and coordination, fair management or related field, practical trades training, and supervisory experience in facility maintenance, maintenance operations of a multi-building commercial or public entity, or any satisfactory combination of experience and training.

Must possess and maintain driving privileges in the state of Oregon.

Knowledge, Skills and Abilities

Knowledge of:

- The general principles of office management, public and community relations, communication and interpersonal techniques, principles and practices of public administration, understanding of public procurement rules, marketing methods and techniques.
- General knowledge of and experience with current federal, state and local environmental regulations pertaining to septic and drainage systems, as well as resources pertaining to wetlands, streams, riverine and forested resources.
- Thorough knowledge of maintenance principles and practices.
- Considerable knowledge of the materials, tools and equipment used in grounds and facilities maintenance and construction, knowledge of safety procedures and practices.
- Knowledge of lawn, shrub, and tree care.

Skills to:



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- Familiar with the use of computers and business software, such as word processing, spreadsheets, email and the internet.
- Must possess skills to successfully locate and commit events and sponsors for utilization of the fairgrounds.

Ability to:

- Able to plan, administer, and execute the solicitation and procurement process including developing specifications/scope of work, coordinating with appropriate departments, finalizing solicitation documents, tabulating bids/proposals, and facilitating evaluation and selection processes.
- Able to show good judgement, initiative, and flexibility in a professional and friendly manner. Must be able to communicate effectively both verbally and in writing.
- Able to safely and effectively operate power and hand tools, lawn equipment, tractor, mower, bobcat, and forklift.
- Able to maintain professional working relationships with employees, co-workers, Fair Board members, county officials, outside agencies, vendors, suppliers and the general public.
- Able to effectively supervise staff and coordinate volunteer workers.
- Able to work for and take direction from a multi-member Fair Board.

Desired Qualifications

Bachelor's degree in business, marketing, public administration or related field.

Physical Demands

Must be able to lift up to 50 pounds. Requires the ability to walk, bend, stoop, kneel, reach and climb.

Clatsop County is committed to providing reasonable accommodations as required by the Americans with Disability Act (ADA). Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential functions and/or physical demands.

Working Conditions

Requires work both indoors and outdoors in all types of weather conditions. The Fairgrounds Manager (or designee) is on-call for emergencies 24 hours a day, seven days a week, unless on approved personal leave or vacation. During the Fairgrounds Manager's approved leave or vacation, emergency contacts will be established and communicated to the Fair Board and county supervisor.

Supervision Exercised and Received

Supervise fairgrounds staff and volunteer workers. Carry out supervisory responsibilities in accordance with the Clatsop County personnel policies and



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procedures, Memorandum of Understanding, and applicable laws. Responsibilities include interviewing, hiring, and training employees, planning, assigning, and directing work, documenting and appraising performance, rewarding and disciplining employees, addressing complaints and resolving problems. Coordinate all personnel functions with Human Resources Department. Provide direction for all maintenance functions to maintenance staff, volunteers, student and community service work crews, and adults in custody at the Fair & Expo buildings and grounds.

Supervision Received

Work under the general direction of the designated county supervisor who provides policy and administrative direction and reviews Fairgrounds Manager's performance. Work under the policy direction of the Fair Board.