Position Title: Program Coordinator  
Date: December 14, 2012

Reports to: Fairgrounds & Events Manager  
Department: Parks, Recreation & Fair

FLSA Status: non-exempt  

POSITION DESCRIPTION

BASIC FUNCTION: Under the direction of the Fairgrounds and Events Manager, assists with planning and managing the annual County Fair and other parks and fairgrounds events, including vendor activities, entertainment, and coordination with other departments/organizations. Supervises the work of multiple temporary office staff and volunteers. The position frequently serves as the primary contact and coordinator during events and facility rentals, and performs a variety of the administrative functions for the Parks, Recreation & Fair Department. Work requires a high degree of coordination, teamwork, organization and attention to details to successfully carry out objectives. Work schedule varies depending on activity schedule and may require weekend work and some overtime.

MINIMUM QUALIFICATIONS: Associates Degree, and/or three years of program and event coordination experience, including supervising staff and/or volunteers. Must have excellent communication, organization and computer skills using MS Office Suite software, and knowledge of professional administrative practices.

PRINCIPAL DUTIES - Asterisk designates essential function:
1. *Assists with planning and directing logistics associated with the management of the county fair and fairgrounds.
2. *Coordinates year-round contract activities on fairgrounds, including seasonal contracts with racquet club, San Juan Island Parks and Recreation, and short term contracted events.
3. *Performs many of the administrative functions associated with events including layout, contracts, scheduling and coordination of a wide variety of related activities.
4. *Assists with planning and producing events at the fair and parks which serve the community and generate revenue.
5. *Under the Fairgrounds& Events Manager’s direction, coordinates contracting process with vendors, entertainers, and service groups who provide service at the County Fair and other events.
6. *Performs administrative duties that may include managing the revolving account, processing the department payroll, processing revenue transmittals and account disbursements, organizing and developing records, managing and supervising cash handling procedures.
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7. Coordinates the work of temporary fairgrounds office employees, many of the County Fair volunteers, including some Fair superintendents.
8. Coordinates with a variety of associations and organizations for use of the fairgrounds year-round, including establishing schedules and supervising usage of the site.
9. Communicates and coordinates with regulatory and enforcement agencies to ensure that public health and safety requirements are met.
10. Provides administrative support to the 6-member advisory San Juan County Fair Board.
11. Assists with temporary staff selection and training.
12. Contributes to developing and researching ideas for events; publicizing and advertising events; and evaluating the success of produced events.
13. Contributes to policy and budget development process.
14. At the direction of the Fairgrounds and Events Manager, manages and enforces public policy for the use of the fairgrounds by individuals or groups. Responds to and resolves some citizen complaints.

PHYSICAL AND MENTAL REQUIREMENTS: Frequent sitting standing and walking for extended durations. May occasionally be required to lift objects weighting up to 50 lbs with both hands and arms. This position requires continuous hand and finger movement, and visual acuity at 20 inches. The employee must be able to talk and to receive and understand written and oral communication and to give written and oral instruction. The position requires the ability to calculate mathematical problems.

EQUIPMENT REQUIREMENTS:

<table>
<thead>
<tr>
<th>Equipment/Tool</th>
<th>No. of Hours</th>
<th>Frequency of use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Telephone</td>
<td>2</td>
<td>x</td>
</tr>
<tr>
<td>Copy machine</td>
<td>.5</td>
<td>x</td>
</tr>
<tr>
<td>Fax</td>
<td>.25</td>
<td>x</td>
</tr>
<tr>
<td>Computer</td>
<td>3</td>
<td>x</td>
</tr>
</tbody>
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WORKING CONDITIONS: Work is normally performed in an office and on the fairgrounds or parks.