Position Title: Fairgrounds and Events Manager  
Date: September 27, 2012

Reports to: Parks & Fair Director  
Department: Parks, Recreation and Fair

FLSA Status: Exempt

Positions Supervised: Program Coordinator (1), Facilities Maintenance Worker (.75), seasonal staff, volunteers, and contractors.

BASIC FUNCTION: Responsible for county fairgrounds management and program development, including production of the annual County Fair event with the Program Coordinator’s assistance. Plans, implements, and coordinates a variety of promotional and fundraising campaigns designed to increase support for the fairgrounds and parks. Initiates and implements ideas and plans; skillfully relates to a wide spectrum of the community; and encourages teamwork of volunteers and seasonal employees. Develops partnerships and actively reaches out to community organizations and other possible sources of support. Assists the Director in creating the Parks & Fair Department’s comprehensive resource development strategy and the department budget. Completes special projects as assigned. Works collaboratively with staff, Fair Board, and key organizations, numerous county departments, other agencies and the public to achieve program goals. Reports directly to the Parks & Fair Director. Serves as or directs work of the department grant writer, preparing and properly submitting all proposals for appropriate grants. Work requires a high degree of creativity and flexibility in work schedule to meet the demands of the position. Work is performed with minimal supervision.

MINIMUM QUALIFICATIONS: Associates degree and three years of management and event experience, including directing staff resolving conflicts, and managing funds. Demonstrates experience with large event production and management, including developing and implementing event plans; experience in program, partnership and sponsorship development, grant writing, and public speaking. Must have excellent computer skills with MS Office programs and communication skills, both oral and writing. Experience with facility management and basic risk assessment is desired. Eligibility to obtain a bond is required.

PRINCIPAL DUTIES - Asterisk designates essential function:
*1. Plans and produces events which serve the community and generate revenue or community support.
*2. Plans, directs and oversees the fairgrounds management and operations.
*3. Responsible for producing and managing the annual County Fair, including development of a wide variety of fair-related activities.
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4. Creates public-private partnerships that enhance services and increase department support.
5. Hires, supervises, and evaluates the Program Coordinator and Facilities Maintenance Worker, and seasonal staff and volunteers.
6. Develops and implements marketing promotion programs; develops and coordinates work plans with the Director.
7. Manages assigned division budget and assists Director with budget development.
8. Negotiates contracts with vendors, entertainers, and service groups.
9. Assists the Director in developing capital improvement plans, capital funding, and may serve as project manager.
10. Prepares and presents reports to the County Council.
11. Facilitates Fair Board meetings and projects.
12. Works closely with a variety of regulatory and enforcement agencies to ensure that public health and safety requirements are met at the fairgrounds.
13. As a public employee, performs work with the highest ethical standards, in accordance with RCWs 42.23.020-070, 42.17, 42.52 and the San Juan County Personnel Rules, providing courteous and efficient service.
14. Other work as assigned.

PHYSICAL AND MENTAL REQUIREMENTS: Frequent sitting standing and walking, sometimes over rough ground and for extended periods. 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, 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>Computer</td>
<td>3</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>
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</tbody>
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WORKING CONDITIONS: Work is normally performed in an office and on the fairgrounds or parks.