



## **Bonner County Fairground Job Description**

**Title: Fair Manager, Bonner County Fairground and Facilities**

**Reports to: Bonner County Fair Board**

**FLSA: Exempt**

**Supervision Exercised: Administrative Assistant, Lead Maintenance Technician, Maintenance Tech, seasonal personnel, and fair volunteers**

**Approved by Bonner County Fair Board: February 13, 2023**

### **General Summary:**

This position is responsible for the organization, preparation, promotion, marketing, direction, and scheduling of the annual Bonner County Fair and the fairgrounds events under the supervision, advice, and approval of the Fair Board of Directors. Serves as secretary to the Fair Board.

### **Minimum Qualifications:**

#### **Education:**

1. 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.
2. Knowledge and experience in management, marketing, or other related field is required
3. Proficient in word processing, spreadsheet and database software is desirable

#### **Experience:**

1. Three to five years' management of operations and supervision; leadership of people and resources.
2. Experience in event planning / project management preferred
3. Marketing background desirable

A background check will be conducted by Bonner County Sheriff's Office.

Note: Equivalent combinations of job-related education and experience will be considered.

### **Knowledge, Skills, & Abilities:**

1. Ability to manage rules and regulations and health rules required for the fair
2. Adhere to and comply with Fairground policies and procedures.
3. Problem solving, organizational skills, and ability to manage competing priorities
4. Self-motivated
5. Ability to communicate clearly, concisely, and tactfully both written and orally
6. Skill in using computer databases, spreadsheets, word processing and other office programs
7. Ability to create and maintain complex and detailed records regarding all fair and grounds events
8. Aptitude in public relations
9. Ability to maintain confidentiality and use good judgement and decision making
10. Ability to work effectively and harmoniously with others

### **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. Responsible for management of the fairgrounds and employees, facilities and events. Under the direction of the Fair Board:

1. 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.
2. Maintains and oversees upkeep of fairgrounds facilities to ensure neat and orderly conditions for use during the Annual County Fair and throughout the year.
3. Serves as designated secretary for the Fair Board. 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.
4. Attends annual Fair Association conventions; District ,RMAF, IAFE, Educational Summits and Event Planning to keep informed and up to date on the fair industry.
5. Maintain records and submit all annual reports to the Bonner County Fair Board and other entities
6. Accurately record minutes at all meetings and provide information as requested
7. Create meeting agendas and disperse to members regularly
8. Compose letters and all correspondence relating and the Fair Board
9. Process employee time entry consistent with payroll requirements.
10. Approves on all invoicing claims submitted for Fairground operations in a timely manner.
11. Maintains current and accurate inventory records of equipment, vehicles, furniture, etc. Updates inventory annually and submits to Bonner County Risk Manager. Determines surplus property to be sent to auction and prepares all related paperwork for doing so.
12. Update the Bonner County Fair Book annually and publish it in timely manner
13. Hire and coordinate all judges, volunteers, and sub-contractors for the fair.
14. 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.
15. 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.
16. Knowledge of public safety, health regulations, crowd control, building codes, laws and requirements.
17. Apply judgment and discretion in resolving problems and interpreting policies and procedures.
18. Has an emergency plan for the Annual County Fair and Fairgrounds.
19. Update, maintain, and process all contracts.
20. Maintains and coordinates calendar of events at the facility and an organized office environment.

#### **Supervision Received:**

General and specific assignments are received, and work is performed according to methods and procedures of the Fair Board with allowance for independence and judgement in accomplishing the assignments. It is understood that the supervisor has the right to assign, direct, and modify duties and responsibilities.

#### **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 read and understand this job description. I agree to accept the responsibilities and duties as outlined.

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Employee Signature

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Date