

COUNTY FAIR MANAGER

DEFINITION

Under administrative direction, to plan, organize, direct, and manage the Plumas County Fair; to develop Fair programs in accordance with applicable rules and regulations of the Division of Fairs and Expositions of the State Department of Food and Agriculture; to perform special assignments as directed; to provide administrative support for the Board of Supervisors, the County Administrative Officer, and the County Fair Board; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a Department Head position with general responsibility for the development and management of the Plumas County Fair.

REPORTS TO

Board of Supervisors through the County Administrative Officer and the Fair Board.

CLASSIFICATIONS DIRECTLY SUPERVISED

County Fair Business Assistant, County Fair Promotion Coordinator, Administrative Secretary, and Building and Grounds Maintenance Supervisor I.

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EXAMPLES OF DUTIES

Plans, organizes, directs, coordinates, and administers the Plumas County Fair; develops and recommends Fair goals, objectives and policies; prepares and administers the Fair budgets recommended by the County Administrative Officer and approved by the Board of Supervisors; controls fiscal expenditures and revenues; hires, supervises, evaluates, and insures proper training of Department staff in accordance with County Personnel Rules; formulates local rules and regulations for exhibitors and the public; sells commercial exhibit space; prepares and administers bid processes for the carnival, vendors, and other contract services; negotiates contracts and agreements; arranges for special attractions and events; plans and carries out the complete Fair program; selects and contracts for judges; makes arrangements for adequate police, fire, first aid, and sanitary facilities; arranges for and allocates space for fair exhibits and attractions; promotes and advertises the Fair through a variety of media, including the press and radio; participates in community activities and gives talks before agricultural, business, or civic groups; encourages and arranges for the use of Fair grounds and buildings on a year-round basis; ensures proper maintenance of fiscal and other records in accordance with the requirements of the State Department of Finance and County Auditor/Controller; cooperates with a variety of State, County, and local agencies.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed both in office and outdoor environments; some exposure to dirt and dust; some working around moving vehicles; continuous contact with staff and the public.

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DESIRABLE QUALIFICATIONS

Knowledge of:

- Methods and problems of planning, presenting, and administering a County Fair.
- California agriculture and Plumas County products.
- Pertinent State and Federal laws and regulations related to the operation of a County Fair and Fair facilities.
- State and County legislative process.
- Budget planning, development, and administration.
- Publicity and sales promotion methods.
- Building construction and maintenance methods.
- Principles of government administration, personnel management, and employee supervision, and training.

Ability to:

- Plan, organize, supervise, and administer the operations, presentation, and functions of the Plumas County Fair.
- Provide training and supervision for Fair staff.
- Formulate and implement County Fair publicity and promotion.
- Ensure proper development and maintenance of Fair fiscal and other records.
- Develop and administer the Fair budget.
- Direct the preparation and prepare clear, concise reports.
- Effectively represent the County Fair with the public, community organizations, and other government agencies.
- Establish and maintain cooperative working relationships.

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Broad and extensive experience in Fair and exposition development, promotion, and administration, including at least two years in a management or supervisory position. Or, advanced educational training in business administration, public administration, or related field, and two years of experience in program development, administration, and promotion.

Special Requirements: Possession of an appropriate California Driver's License issued by the California Department of Motor Vehicles.