

## **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.

## **COUNTY FAIR MANAGER - 2**

### **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.

## COUNTY FAIR MANAGER - 3

### **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.