BEAVERHEAD COUNTY

**POSITION:** Fair Manager

**DEPARTMENT:** County Fair

**ACCOUNTABLE TO:** Fair Board/County Commissioners

**SUMMARY OF WORK:** Plans, organizes, schedules, and coordinates all activities at the Fairgrounds.

**JOB CHARACTERISTICS:**

**Nature of Work:** This position performs administrative duties in the daily maintenance and operation of the Beaverhead County Fairgrounds, as well as the Beaverhead County Fair. Individual must be able to coordinate, plan, initiate, and evaluate physical facility maintenance and improvement projects. This requires working closely with the Dillon Jaycees, 4-H, FFA and other service organizations using the facilities.

**Personal Contacts:** Constant contact with the public to provide information, direction, and coordination of fair activities. Work effectively and collaboratively with the Beaverhead County Commissioners, the Beaverhead County Fair Board, Dillon Jaycees, and other facility users.

**Supervision Received:** Works under the direct supervision of the Beaverhead County Fair Board and the Beaverhead County Commissioners.

**Supervision Exercised:** Supervision of all help that is needed for the operation of the Fairgrounds.

**Essential Functions:** Position requires ability to communicate orally and in writing; read written material; operate hand tools for maintenance; calculate; prepare reports; prepare and manage budgets; and work effectively with the public.

**AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:**

Responsible for coordinating all the activities at the Fairgrounds, including the showing of exhibits, the showing of animals and poultry, and other related items at the County Fair; scheduling time and space setting for all activities; collecting fees and accounting for all monies collected; preparing and submitting an operations budget to the County Commissioners; supervising the operation of the budget; performing maintenance duties at the Fairgrounds; supervising all help that is needed in the operation of the Fairgrounds; preparing and presenting semiannual reports to the County Fair Board and the County Commissioners; and performing other related duties as required.

Effective coordination of projects with the Dillon Jaycees which may require attendance at Rodeo Committee meetings to facilitate and promote understanding between the fair management and the Jaycee organization.

**JOB REQUIREMENTS:**

**Knowledge:** This position requires a knowledge of related fair activities, management supervision, and budgeting.

**Skills:** This position requires skills in planning, organizing, scheduling, accounting, maintenance, large equipment operation, and dealing with people.

**Abilities:** This position requires the ability: to have enthusiasm for Fair goals and policies; to plan and organize all Fair activities (because the success of the County Fair depends on the organization and coordination of the activities); to supervise personnel; to prepare clear and concise reports; to work courteously and efficiently with the general public and other facility users; to communicate effectively orally and in writing; to follow verbal and written instructions; and to establish effective working relationships with fellow employees, supervisors, and the public.

**EDUCATION AND EXPERIENCE:**

The above knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to a High School Diploma, plus some experience in budgeting, maintenance work, and supervision of people.

**JOB PERFORMANCE STANDARDS:**

Evaluation of this position will be based primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but are not limited to, the following:

-Performs assigned duties.

-Effectively coordinates and schedules personnel and help needed for the operation of the Fairgrounds.

-Demonstrates ability to plan, organize, and evaluate.

-Works well and effectively with all active service groups and facility users.

-Effectively schedules use of Fairgrounds.

-Maintains accurate and timely records.

-Prepares and submits accurate and timely reports.

-Deals tactfully with the public.

-Establishes and maintains effective working relationships with fellow employees, supervisors, and the public.