

# **LINN COUNTY CLASSIFICATION**

**TITLE: FAIR AND EXPO CENTER FINANCE AND FAIR MANAGER**

**NUMBER: 572**

**APPROVAL ORDER NUMBER: 2019-281**

**PAY RANGE: 17**

**DATE: September 3, 2019**

**CATEGORY: MANAGEMENT/EXEMPT**

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Manage all Linn County Expo Center and Fair Finances including payroll, AP, AR and will assist in the development of the annual budget. Work closely with the Fair Board and will manage all aspects of the County Fair. Work in conjunction with the Operations & Events Manager for set up and scheduling for the County Fair.

SUPERVISION RECEIVED: Works under the direction of the Fair and Expo Director who provides guidance, assigns duties and evaluates performance.

SUPERVISION EXERCISED: Exercises supervision over all assigned subordinate personnel, participates in the selection of new personnel; assigns duties, provides training, schedules leaves, resolves grievances, evaluates performance and recommends personnel transactions.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for and to remain in this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Manage all aspects of Fair Board events which include the County Fair and the Christmas Bazaar. Assist the Fair Board in development of the annual County Fair budget and be responsible for its implementation.
2. Assist in development of the budget proposal to the Department. Assist in assessing materials and services needed; program requests and grant requests for the Linn County Fair. Assist Director with budget justifications and presentations, project revenues and expenditures and provide guidance for implementation of the budget.
3. Develop and/or maintain and monitor financial systems for cost accounting, revenues and expenditures vs. the adopted budget, charge codes, fee schedules, accounts payable/receivable, credit card program, program budgets, grant revenues/expenditures and the capital budget.
4. Assist in the preparation of grant proposals, develop, implement and maintain systems for Linn County Fair and Expo funding/fiscal records and reports. Assure sound document, contract and grant management activities within the County, Federal and State regulations, guidelines and protocols. Develop and process fair contracts, monitor contracted expenditures and revenue and develop and monitor financial reports to ensure accurate accounting for contracts and grants.
5. Develop and maintain effective, harmonious and reasonable work relationships with others.

6. Maintain regular and predictable work attendance.

OTHER FUNCTIONS: This classification covers the most significant essential functions performed by an employee in this position but it does not include other occasional work which may be similar to, related to or a logical assignment of this position. Any one position in this classification may be assigned some or all of the duties listed under essential functions or that arise as other functions. The balance of the various duties, responsibilities and/or assignments of this position may change from time to time based upon management's decisions on how to best allocate resources. Any shift, emphasis or rebalancing does not constitute a change in the essential functions of the job classification.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILLS AND ABILITY: Thorough knowledge of principles of office management; thorough knowledge of business English, composition, spelling and punctuation; critical thinking skills and well-rounded communication (written, verbal, listening) skills. Considerable knowledge of Fair programs, practices and procedures; thorough knowledge and familiarity with local government budget and accounting procedures and practices; skill in maintaining effective public relations. Communicate effectively, both orally and in writing; make decisions independently; use initiative and judgment in completing tasks and responsibilities; develop and maintain strong working relationships and deal effectively with staff, customers, patrons and the public. Demonstrate thorough knowledge of and proficiency in working with computer software such as Excel, MS Word, PowerPoint, Publisher, Outlook and fair management applications. Ability to train, layout, assign and supervise the work of subordinates. Ability to maintain accurate records, prepare reports and make budget recommendations. Ability to establish and maintain harmonious working relationships with superiors, subordinates, vendors, clients and the general public.

EXPERIENCE, EDUCATION AND TRAINING: Graduation from a senior high school. Five years of experience with fair/expo facilities is desirable or any satisfactory equivalent combination of experience, education and training that demonstrates the ability to perform the work described.

NECESSARY SPECIAL QUALIFICATIONS: Possession of a valid Oregon Motor Vehicle Operator's License and an acceptable driving record at the time of appointment may be a condition of employment.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is generally performed indoors in an office environment and is essentially sedentary in nature. Work requirements include the ability to sit and move about; see, talk and hear; use hands to finger, handle or operate objects or controls and reach with hands and arms. The work requires the ability to lift or move thirty (30) pounds.