

LINN COUNTY CLASSIFICATION

TITLE: FAIR AND EXPO DIRECTOR

NUMBER: 575

APPROVAL ORDER NUMBER: 2017-102

PAY RANGE: 24

DATE: MAY 2, 2017

CATEGORY: MANAGEMENT/EXEMPT

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Manage the Linn County Fair and Expo Center, including management of staff, operations and maintenance; handling of events and activities; and the marketing of the facility. This position will frequently involve working on weekends as well as evening hours during the week.

SUPERVISION RECEIVED: Works under the supervision of the Linn County Board of Commissioners, who, in consultation with and advice from the Linn County Fair Board and Linn County Fair and Expo Advisory Committee, assigns and reviews work through periodic conferences and analysis of overall results achieved.

SUPERVISION EXERCISED: Exercises supervision over all permanent and temporary staff at the Linn County Fair and Expo Center. Work includes assignment and monitoring of duties and work performance and selection of new personnel. Provides training, assigns duties and work hours, approves leaves, resolves grievances and evaluates performance. Recommends personnel transactions to the Board of County Commissioners.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for and 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. Provide leadership, supervision, and direction for all members of the Fair and Expo Center staff. Responsible for assignment of primary work duties and hours of work. Responsible for all performance evaluations and for hiring and discipline of Fair and Expo Center staff.
2. Responsible to the Board of Commissioners for carrying out adopted policies and for assuring the effective operation of the Fair and Expo facility. Act as the primary liaison between the Fair Board, Fair and Expo Advisory Board and the Board of Commissioners on a regular ongoing basis. Develop, implement and evaluate programs, both independently and in conjunction with the Fair Board, Fair and Expo Advisory Committee and the Board of Commissioners, for the operation of the Fair and Expo Center and annual County Fair.
3. Prepare the Expo budget and the Fair budget (as recommended by the Fair Board and Fair and Expo Advisory Committee) and manage them after the County's Budget approval and adoption.
4. Oversee the development and implementation of the Fair and Expo Center marketing strategy, including direct marketing of the facilities, development of special events, and booking of events and activities. Coordinate events, publicity and advertising for promotion of the Fair and Expo Center.

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5. Develop and maintain effective and positive working relationships with state, county, and city public officials and agencies; with chambers of commerce, visitors associations, and other business organizations; with agricultural organizations and with other groups in understanding, supporting and promoting the activities and services provided at the Fair and Expo Center. Provide information and promote the facility to groups and organizations interested in using it.
6. Organize, market, and manage the Linn County Fair and special events sponsored by the Fair and Expo Center and Fair Board.
7. Review and analyze the effectiveness of the Fair and Expo Center operations and maintenance activities; plan and direct efforts to improve both activities to include an active safety program.
8. Develop and maintain effective, harmonious and reasonable work relationships with others.
9. 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 ABILITIES: Thorough knowledge of the fair and exhibition industry, as well as modern facility management techniques. Must have strong financial skills. Must have the ability to present a positive image, ability to set and achieve priorities, ability to communicate effectively, both orally and in writing, ability to make decisions independently, ability to use initiative and judgment in completing tasks and responsibilities, and ability to maintain working relationships and deal effectively with staff, customers, patrons, and the public.

EXPERIENCE, EDUCATION AND TRAINING: Equivalent to a Bachelor's degree with major course work in business administration, management or related field. Five years of increasingly responsible management experience in marketing and management, or a satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described. Must be proficient with computer programs including word processing, spread sheets, data base, and publishing.

NECESSARY SPECIAL QUALIFICATIONS: Possession of a valid motor vehicle license and an acceptable driving record at the time of appointment is a condition of employment since travel to various locations is a requirement of this position.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is normally performed indoors with the requirements to sit and talk or hear; walk; 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; bending and stooping; visual acuity, color vision and depth perception.