



## NEBRASKA STATE FAIR Operations Director

As of November 1, 2021

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### I. OVERVIEW

Provide management level supervision to plan, construct, repair, and maintain the Fairgrounds facilities and properties. Position is responsible for adequate staffing for the setup and maintenance of the annual State Fair, Aksarben and GILCA events. Position plans, schedules and budgets for adequate staff to maintain grounds and buildings. Position is responsible for recruiting and hiring full-time and temporary staff within the Operations unit. Position coaches, motivates and develops improvement and performance plans for each staff member. Manages and treats all employees equitably. Position must ensure that unit staff have the appropriate tools so as to complete daily tasks in an accurate and timely manner. Position sets performance standards, trains, and mentors. Position resolves routine personnel issues or problems including issuing corrective actions, resolving informal grievances and initiating disciplinary actions. Tracks and ensures that routine maintenance and repairs are done effectively and efficiently. Schedules routine maintenance and repairs for equipment & systems. Requires initiative and independent judgment in decision-making and continued contact with other county departments, local, state, and federal agencies, and community partners and advisory groups.

### ESSENTIAL DUTIES AND RESPONSIBILITIES: 85% of the position.

- Plan, organize, and supervise the repair and maintenance of Fairgrounds facilities and properties.
- Plan and schedule projects including estimates of time and material costs required for said projects
- Train, supervise, and evaluate the work of assigned staff
- Creates yearly action plan to ensure that the grounds are properly prepared and can adequately accommodate an event by deciding what tasks need to be done to prepare, calculating adequate staffing levels and approving staff schedules.
- Decides equipment, service and supply orders. Position keeps an inventory of all supplies; determines the need for supplies and services; authorizes orders for janitorial, electrical, plumbing supplies and other operational supplies/services.
- Decides disbursement of rental payments on contracts/settlements for events by properly coding, depositing and tracking revenue received.
- Position provides detailed event & facility information to other Fair staff, and security
- Position is responsible for budget administration of the Operations Department. Position must continuously monitor expenditures to comply with Procurement Policy.
- Accurately code invoices for payment.
- Assure safe and efficient operation of equipment
- Assure compliance with established timelines
- Write specifications and receive price quotes
- Position negotiates with vendors to facilitate material, supply & equipment purchases.
- Facilitate Requests for Proposal as needed.
- Maintain routine records.
- Knowledge of operation and maintenance of hand and power tools and equipment used for events.
- Knowledge of safe working methods and procedures. Health and safety regulations.
- Ability to multi-task.
- Strong written and oral communication skills.
- Work in partnership and build relationships with outside facilities and fairgrounds.
- Perform related duties as assigned by Executive Director.
- Knowledge of codes, rules, regulations, and operational procedures pertaining to the repair, maintenance, and construction of buildings, machines, and equipment.
- Knowledge of methods, techniques, materials, tools, and equipment used in maintenance, repair, and construction work.

**ADDITIONAL ESSENTIAL DUTIES & RESPONSIBILITIES: 15% of the position.**

- Identify, prioritize, estimate costs, and communicates capital equipment and construction needs.
- Performs RFP or bids for approved capital expenditures.
- Rates and recommends contractors or suppliers for capital expenditures.
- Performs construction oversight for capital expenditures as necessary.
- Performs related duties as requested and assigned by Executive Director.

**II. EDUCATION & EXPERIENCE**

This position requires meticulous scheduling skills, strong experience in people management, professional customer service skills, well-developed interpersonal and communication skills, multi-tasking, and organizational skills. The role needs working knowledge of equipment and other technological functions.

**III. ACCOUNTABILITY**

This is a Nebraska State Fair Department Head Level position and reports to the Executive Director.

**IV. INDEPENDENCE OF ACTION**

This position works within established Nebraska State Fair guidelines and policies. This position operates independently and must organize and prioritize projects to meet deadlines.

**V. WORK ENVIRONMENT/PHYSICAL DEMANDS**

Work is performed in a fast-paced environment. Physical requirements include the ability to lift heavy items and operate various equipment in the performance of duties.

The incumbent may be required to work long days and long hours prior to and during Nebraska State Fair, Aksarben and GILCA events and is prepared to work at least a 14-day consecutive workday period.