



WHITMAN COUNTY POSITION DESCRIPTION

Effective Date: August 2, 2022
Position Title: Fair Manager
Department Title: Fair
Department Code: 340/300
Salary:
FLSA Status:
Union Status: Non-Represented
Reports to: Director

Purpose:

The Fair Manager provides administration, leadership and direction for the annual Fair and County's fairgrounds. This is an onsite (offices in Colfax and fairgrounds) working manager position which promotes and encourages professional conduct, utilizing best practices, and appropriate management standards. The Fair Manager places an emphasis on the safety participants, volunteers, and department staff. The ability to promote activities that enrich the lives of our citizens is a critical aspect of this position.

Essential Functions:

Essential functions may include any of the following representative duties, knowledge and skills. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and duties performed by the position.

- Establish direction, initiate preparations for successful operation of annual Fair;
- Serve as grant writer and project manager; coordinate projects with Director;
- Supervise all department employees and Fair volunteers; Solicit, train and supervise thirty (30) Fair superintendents,
- Assume fiscal authority for projecting and administering yearly operating budget; serve as investment officer for Palouse Empire Fair and dedicated accounts;
- Direct and promote positive Public Relations and Media programs for Fair and with numerous volunteer, non-profit, private, and public agencies;
- Organize, develop and coordinate use of Fairground facility and RV Park on a year round basis; direct all publicity, assemble premium book rules, regulations, and print.
- Coordinate fund raising projects; secure sponsorships from national companies and area businesses for events and entertainment; sell advertising related to Fair projects and sell advance fair admissions to public;
- Work with Fair Board in establishing policy and program criteria, set appropriate fee structures; enforce policies in daily operations and planning for Fair; resolve conflicts;

- Investigate and hire businesses for security and other temporary paid services; arrange for commercial exhibits, carnival, entertainment, & special exhibitors part;
- Successfully communicate professionally in both written and verbal form, Prioritize and respond to written and/or verbal correspondence pertinent to daily office functions; provide staff support in absence of secretarial staff;
- Abide by applicable County and State codes and policies;
- Competent computer skills with the ability to learn and work in programs as Saffire, ShoWorks, Microsoft Office, New World Financial program, Facebook, Dropbox.
- Serve on internal and external committees, as assigned.
- Able to communicate and maintain professionalism in the event of an emergency.
- This is an English speaking position, require physical, visual, and audio abilities due to the requirements of the position, location, and overall programs safety.
- Be familiar with the essential functions of the Event Coordinator and Operations Coordinator positions to be supportive in that position if personnel are absent.

Supervision Exercised and Received:

This position reports directly to the Department Director. It is responsible for the supervision of Fair employees and volunteers.

Knowledge and Abilities:

Knowledge of:

- The principles and practices of contract administration;
- The principles and practices of budgeting, and administration;
- The principles and practices of effective supervision;
- Federal, state, and local regulations related the Palouse Empire Fair
- The principles and practices of recreation and event programming;
- Knowledge of risk management practices.

Ability to:

- Work outdoors, perform moderate physical activity and physical tasks.
- Work independently and use good judgment;
- Manage time efficiently;
- Plan, organize and direct the operations of the department;
- Plan, coordinate, supervise and evaluate the work of employees and staff;
- Prepare and administer the departmental budget;
- Create strategy; set and achieve goals
- Apply innovation and creativity in analyzing departmental/organizational operations, initiate changes and to take effective action to correct deficiencies; resolve problems;
- Work under pressure and delegate responsibility;
- Establish and maintain effective working relationships;
- Communicate effectively verbally and in writing;
- Read, interpret and apply a variety of laws, rules and regulations governing departmental operations;

- Maintain confidentiality;
- Operate various computer programs and equipment;

Experience, Education and Training:

- A minimum of 5 years Administration and/or delivery of services in the community.
- Must pass a background check and Washington State Patrol Abstract Driving Record Check.
- High School Diploma or G.E.D.
- A Bachelor's degree in a related field is desirable.
- Ability to obtain First Aid/C.P.R./A.E.D. Certification, and Washington State Food Workers Card.

Physical Demands and Working Environment:

Work is performed both in a standard office environment, and occasional outdoor site.

WHITMAN COUNTY IS A SMOKE-FREE WORKPLACE
EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER
AMERICANS WITH DISABILITIES ACT
Any persons requiring accommodation should advise us of that need.