



FLATHEAD COUNTY, MONTANA

Position Vacancy Announcement

POSITION: FAIRGROUNDS MANAGER DATE OPENED: 9/15/2021

DEPARTMENT: FAIRGROUNDS CLOSING DATE: 10/4/2021

If you have any questions about this position vacancy, call: (406) 758 - 5522.

NUMBER OF POSITIONS OPEN: 1

BARGAINING UNIT: Non Union

☒ FULL TIME
☐ PART TIME
☒ REGULAR
(YEAR ROUND POSITION)
☐ SEASONAL
☐ TEMPORARY

IF APPLICABLE:
TRAINING WAGE: \$ _____ per _____
STARTING WAGE: \$ 70,811.10 per Year
SALARY AT:
1 YEAR STEP: \$ 73,643.55 per Year
2 YEAR STEP: \$ 76,588.29 per Year
3 YEAR STEP: \$ 78,121.08 per Year

VISIT https://flathead.mt.gov/human_resources/downloads.php FOR BENEFIT INFORMATION.

SEE ATTACHED JOB DESCRIPTION. Additional information:

APPLY FOR THIS POSITION AT FLATHEAD COUNTY'S WEBSITE:
https://flathead.mt.gov/human_resources/apply/

ALL COMPLETED APPLICATIONS MUST BE SUBMITTED ELECTRONICALLY THROUGH FLATHEAD COUNTY'S WEBSITE BY 5:00 PM ON THE CLOSING DATE. Paper, faxed or email applications will not be accepted.

Flathead County's pre-employment process includes reference checks and criminal history checks. A record of criminal conviction will not necessarily bar you from employment. Depending on the position, the pre-employment process may also include skill testing and drug/alcohol testing.

FLATHEAD COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

Flathead County is an equal opportunity employer. Flathead County shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

This job description is intended to reflect core areas of responsibility and an incumbent employees' knowledge and skill set needed to complete those functions. This document is not intended to catalog each individual duty; employees are routinely called upon to address emerging employer requirements in alignment with individual work units and assignments of jobs. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer change.

Job Title:	Fairgrounds Manager	Job Code:	02090
Department:	Fairgrounds	Pay Grade:	Std 43
Reports to:	Fair Commission/County Administrator	FLSA Status:	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt

Department Overview: The Fairgrounds Department preserves, enhances, and develops the Fairgrounds for present and future generations through comprehensive planning, capital acquisition, facility development and event production. The County Fairgrounds hosts fairs, rodeos, tradeshow, livestock shows and sales, equestrian events, concerts and other events and activities that members of the public are invited to attend.

Job Summary: The Fairgrounds Manager is responsible for the planning, organization, and supervision of the daily operations of the County fairgrounds to ensure that all operations are conducted safely, efficiently, and in accordance with the established advisory guidelines of the Fair Board, County Commissioners, and applicable laws. Duties include managing and maintaining fairgrounds, operations, personnel, buildings, equipment and supplies, and coordinating, scheduling and overseeing all activities and events held at the fairgrounds. This includes booking all events, ticketing, overseeing set-up and takedown for fair events, and publishing fair/event brochures and flyers.

Essential Functions (Major Duties or Responsibilities): *These duties are the essential functions and are not all-inclusive of all duties that the incumbent performs.*

- Plan, organize, direct, and coordinate the functions of the fairgrounds including the County Fair to ensure efficient and effective operations take place on a daily basis according to guidelines established by the Fair Board, County Commissioners and applicable laws. Ensure the policies and directions of the Board and the Commissioners are implemented and administered in an effective manner.
- Establish long-term goals and plans for the utilization of the fairgrounds including organizing and planning for particular events, layouts, displays, set-ups, corrals, etc. to ensure optimum and safe use of fairgrounds according to the type of event and the number of attendees expected.
- Determine needs for each event, including space, utilities, furniture and equipment. Ensure staff coverage for event set up and take down. Troubleshoot issues related to events and ensure facilities are in good marketing condition. Provide coverage for and assistance to event usage as needed in an on call status.

- **Coordinate the preparation, implementation, and administration of the annual budget established by the Fair Board to ensure all events and operations at the fairgrounds are within budget. Monitor revenues and expenditures to assure sound fiscal control and prepare annual budget requests. Ensure effective and efficient use of budgeted funds, personnel, materials, facilities, and time. Ensure financial record keeping and accounting procedures are followed so that all records and documentation are available for internal and external auditing. Complete all monthly, quarterly, and annual expenditure reports.**
- **Manage and oversee human resources administration to ensure qualified staffing for programs in compliance with employment regulations and law. This includes hiring, performance management and appraisal, training, overseeing fairgrounds staff, terminating employment, and conducting disciplinary grievance hearings.**
- **Perform a variety of public relations functions related to the County Fair, equestrian events, concerts, rodeos, stock and trade shows and other activities/events to promote the activities held at the fairgrounds to the general public and the media. Work with superintendents, judges and award committees and represent the Fair Board at meetings with the Chamber of Commerce, 4-H, Junior Livestock, and other groups. Answer questions from the public and media pertaining to the Fair and other events taking place at the Fairgrounds.**
- **Perform and supervise general maintenance and grounds keeping operations to ensure safe, clean, and fully operational grounds and facilities. Inspect and maintain assigned maintenance on custodial equipment and supplies, perform or supervise corrective; preventative maintenance and upgrades on grounds, buildings, and structures.**
- **Make recommendations to the Fair Board and County Commissioners regarding fairgrounds matters such as budget, maintenance, future needs of the fairgrounds or operational concerns related to managing the grounds. Oversee, perform, or coordinate the publication of fair and event booklets, flyers, and other marketing materials according to established policies.**
- **Oversee and perform a variety of fee collection and associated budgetary duties such as ticketing, recording all fiduciary transactions, and maintaining accounting systems to ensure that fairgrounds are managed appropriately as a county asset enterprise operation and in accordance with County policies and applicable laws. Responsible for the petty cash fund. Submit proof of expenditures for reimbursements. This also includes grant research, writing, and administration.**
- **Coordinate facilities rentals, including event scheduling, contract administration, and preparation of rental bids. Provide tours of facilities and grounds and providing information and assistance to promote its use. Research and draft contracts and leases for submission to the Fair Board for review.**
- **Ensure that appropriate staff and other support services are provided for events and activities held at the fairgrounds, scheduled board meetings, and meetings of the Fair Board; direct the preparation and mailing of agendas; ensure that minutes are prepared, maintained, and distributed to appropriate individuals and organizations. This includes coordinating with volunteers.**

- Perform a variety of administrative functions including but not limited to maintaining electronic databases, facility insurance, ensure liability insurance coverage, ensure security and safety of facilities, arrange for seasonal facilities preparation, maintain rental records, maintenance and updates of facility records, maintain supplies inventory, greet clients, and answer phones.

Non-Essential Functions:

- Attend workshops, seminars, and educational sessions to keep updated on trends, practices and innovations in fairgrounds management and administration.
- Coordinate community events, open houses, and other activities to facilitate patron and community relations and to promote the fairgrounds and the services it is capable of providing so many different venues.
- Perform other duties as assigned including but not limited to managing special projects, assisting with set up and take down of equipment, cleaning restrooms, floors and facilities as needed, performing grounds maintenance, attending meetings, providing backup for other staff, facilitating training, etc.

Physical Demands and Working Conditions: *The demands and conditions described here are representative of those the employee must meet to perform the essential functions of the job.*

- Requires standing and walking, talking and hearing, and reaching.
- Requires climbing, crawling and stooping to inspect buildings and grounds and grandstands to monitor conditions and perform maintenance functions.
- The incumbent is frequently required to lift up to 25 pounds and infrequently required to lift/move 100 pounds.
- Must be able to work in all weather conditions and tolerate exposure to dust and chemicals used in cleaning and maintaining buildings and grounds and animal dander.
- The noise level during events and concerts can be very loud
- Frequently the employee is required to work near moving mechanical parts, fumes, or airborne particles, toxic, or caustic chemicals and in high precarious places.
- The employee is frequently exposed to extreme cold, extreme heat, risk of electric shock, and vibration as well as herbicides and diesel fumes.

Supervision Exercised:

This position manages all employees in the Fairgrounds department, either directly or through subordinate managers and supervisors.

Knowledge, Skills, and Abilities:

The job requires knowledge of the various principles and practices of Fair and fairgrounds business management including public relations, planning, personnel and financial administration, contract negotiation and administration, collections and safety; property management practices and the maintenance and repair of various types of structures and surrounding grounds including planning for improvements. Requires knowledge of in staff supervision, marketing and advertising, event planning and coordination; planning for improvements; accounting procedures and record keeping;

computerized spreadsheets, word processing programs, desk top publishing, and data base management; and facilities and grounds maintenance principles and practices.

The job requires skill in problem-solving, consensus-building, utilizing judgment in reconciling various day-to-day problems/issues based on established policies and procedures, working with volunteers, conducting research for the Fair Board; and operation of tools and equipment involved in fairgrounds maintenance.

The job requires the ability to plan, organize, direct, and coordinate the work of personnel engaged in the operation of the Fair and other scheduled events/activities; to meet and communicate with the public and other governmental entities, business and community groups, both in written and verbal form; deal tactfully, convincingly, and effectively with members of the Fair Board, Commissioners, Fairgrounds staff, government officials, representatives of specific interest groups and the general public; exercise initiative and act with considerable independent judgment; effectively assemble, organize and present in written and/or oral form, reports containing alternative solutions and recommendations regarding Fair operations; negotiate and administer contracts; work irregular hours including evenings and weekends.

Education and Experience:

The job requires education and experience equivalent to a four (4) year degree in an agri-business, business or related field and a minimum of two (2) years of experience in marketing and advertising, event planning and facilities use, maintenance and upkeep, management, and administration and accounting, or any combination of education and experience which indicates the possession of the knowledge, skills, and abilities listed.

<u>Action</u>	<u>Date</u>	<u>Reference</u>
Adopted	02/16/10	Commissioners' Minutes
Revised	07/01/14	HR Salary Recommendation Transmittal signed 5/28/2014
Revised	09/14/21	Commissioners' Minutes