

Merced County



Invites applications for:

County Spring Fair Manager

First Review of Applications: June 26, 2019

Annual Salary \$91,457.60 - \$111,196.80 Annually



The County of Merced

Throughout its 150 year history, Merced County has been rooted in the agricultural tradition. In recent years, the community has welcomed the addition of the University of California at Merced and has embarked upon the necessary planning for a precipitous change that the University will bring .

As the University and the community grows over the next 20 years, Merced will be at the forefront, as a jewel of California, and as the Gateway to Yosemite.

With a Fiscal Year '18-19' budget of approximately \$624.5 million, and a staff of 2,083 full time and 684 part time employees, the county provides a broad variety of services such as law and justice, community development, fire protection, public health, public works, community services, and general administrative services.

The County is a general law County, with a five-member Board of Supervisors as the executive body of the County Government. The Board enacts legislation governing Merced County and determines overall policies for County departments. Additionally, the Board is responsible for various special districts and adopting the annual budget, which ensures that the vital and essential services that our residents require will be met.

The Position

Under the administrative direction, provides general policy guidance and direction and is responsible for the overall management of the Spring Fair and Fairgrounds including planning, organizing and executing year-round services. Supervising staff and volunteers; overseeing administrative functions; and maintaining the financial integrity of the operation while developing a fair program in accordance with applicable rules and regulations of the Division of Fairs and Expositions of the State Department of Agriculture. Perform related work as required.

Minimum Qualifications

Experience: Four years of experience working in a staff/ administrative or management capacity performing program/event coordination or management, public relations, marketing, and promotional activities (preferably in connection with county or state fairs).

Education: Possession of a bachelor's degree from an accredited college or university, preferably with major coursework in business or public administration, marketing, communication or related field. (Additional qualifying experience may be substituted for the required education on a year for year basis)



County Spring Fair Manager

Knowledge of:

- Principles and practices of convention and event facilities operations and use, facility and event promotion techniques; marketing for sales of County facilities use.
- Various principles and practices of Fair and Exposition business management, including personnel and financial administration, budget creation and monitoring, contract negotiation and administration, collections and safety, property management practices and the maintenance and repair of various types of structures and surrounding grounds.
- California agriculture and San Joaquin Valley products.
- Trends in Arts, Crafts, and Hobbies.
- California State rules and regulations governing fairs and expositions and types of competitive events and exhibits common to county fairs.
- Principles and techniques of designing, constructing and installing exhibits.
- Building construction and maintenance problems.
- Preparation and analysis of financial and statistical records and reports.

Ability to:

- 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.
- Maintain fiscal responsibility for the Spring Fair and keep appropriate records.
- Exercise initiative and act with considerable independent judgment.
- Make presentations before varied groups.
- Create and maintain effective public relations.
- Supervise the work force of the fairgrounds including; office employees, craftpersons, maintenance staff and volunteer workers.
- Coordinate the activities of the fair with internal/external groups and organizations.



Compensation and Benefits

Salary Range - \$91,457.60 - \$111,196.80 Annually

Auto Allowance - \$700.00 per month

Communication Allowance - \$150.00 per month

Expense Allowance - \$300.00 per month

Holidays - 12 paid holidays per year, plus 1 paid personal holiday

Executive Time Off - Annual sick and vacation accruals and sell back options.

96 hours of paid management leave annually.

Insurance - County paid health plan with maximum contributions; 100% for employee up to maximum of \$420, 50% of dependent up to maximum of \$100 for child/\$220 for spouse biweekly. There are multiple health plans to choose from. County paid dental and vision plans, 100% for employee, with 50% of dependent premiums paid by the County.

Management Disability Insurance (Short/Long Term)

Life insurance of \$80,000 (including AD&D).

Retirement - The retirement plan is a defined benefit plan administered pursuant to the County Employees Retirement Law of 1937 and other provisions of the California Government Code. Merced County Employee Retirement Association members also pay into Social Security. The applicable benefit formula is dependent upon your hire date with a MCERA employer; your pension amount will be determined by your age, years of service and final compensation amount.

Application Process

Please submit your application online at: www.countyofmerced.com

Apply by June 26, 2019 for first consideration

For questions regarding this outstanding opportunity please contact Human Resources at:

(209) 385-7682 or e-mail hresources@countyofmerced.com

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