



DOUGLAS COUNTY (OR)
invites applications for the position of:

Fairgrounds Director

SALARY: \$70,345.60 - \$100,401.60 Annually

OPENING DATE: 07/13/17

CLOSING DATE: Continuous

THE POSITION:

Full Time At-Will Position , includes excellent full-family benefit package, PERS/OPSRP retirement and availability of deferred compensation retirement savings. Salary paid Bi-weekly.

Essential Functions of this Position:

Develop, manage, organize, implement and evaluate operations of fairgrounds complex, both independently and jointly with advisory committee. Develop procedures, policies and other support systems for efficient operations to meet current and long-range goals. Represent and market fairgrounds complex activities and programs with business associations and the community to promote support and positive public relations. Respond to and effectively resolve inquiries, complaints or problems affecting services. Serve as principal liaison between fairgrounds complex, Board of Commissioners and advisory board to generate revenue to support department programs. Prepare and administer annual budget; present to budget committee; monitor fiscal expenditures and revenues. Explore alternative funding sources. Research, prepare and submit grant applications. Supervise support staff through operations and business managers; offer assistance as needed and determine best solution when problems arise. Train staff and ensure compliance with standards. Final approval of all selection, promotion and termination of employees. Assume responsibility for work performed within complex. Establish and interpret policy and procedure. **Regular and consistent attendance is required.**

QUALIFICATIONS:

Minimum Qualifications:

Bachelor's degree in business management, recreation, sports and/or facility management and four years progressively responsible work experience which includes management experience OR eight years progressively satisfactory equivalent combination of formal education and work experience in fair, park and recreation management or facility operation on a large scale which includes four years supervisory/management experience. At time of appointment, must possess a valid Oregon driver's license.

In addition to the above, applications will receive further evaluation based on: extensive **knowledge of:** principles, methods, and techniques of effective administration including public relations, personnel management and fiscal management to develop, implement, and evaluate programs; thorough knowledge of policies, techniques, and ethics as applied to modern fairground complex programs, goals, and objectives. **Skill in:** Report writing and budget administration; public relations; event promotion. **Ability to:** Communicate effectively in both oral and written forms; formulate and implement operational and administrative policies; plan, develop and evaluate funding requirements; prepare and justify budget requests; perform short and long-range financial planning; analyze and evaluate operations and develop and implement corrective action to resolve problems; establish and maintain record keeping systems and reports; make decisions independently in accordance with established policies and procedures,

establish new policies when applicable and use initiative and judgment in completing tasks and responsibilities; supervise, motivate and lead support staff; utilize problem identification and resolution techniques; remain calm and use good judgment during confrontational or high pressure situations; courteously meet and deal effectively with Board of Commissioners, other employees, advisory board, foundation and friends of the museum boards, state museum officials, committees, vendors, community groups, media and the public.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Work is primarily performed at fairground complex in an office environment; may involve hearing voice conversation, keyboarding, lifting up to 25 pounds, reaching, sitting, standing and walking. The annual County fair requires considerable physical stamina as director works 14-16 hour days. A reasonable amount of driving is required.

BACKGROUND INVESTIGATION:

While not part of the initial applicant screening, successful candidates for this position may be required to pass a criminal history background prior to receiving an offer of employment, or as part of a contingent offer of employment.

DRIVING RECORD: Finalists will be required to supply a Certified Court Print driving history obtained from the DMV. Please allow 5-7 days for delivery; longer for out-of-state. Offer of employment will be contingent upon review and approval of driving record.

DOUGLAS COUNTY IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.co.douglas.or.us/hr>

Position #2017-00056
FAIRGROUNDS DIRECTOR
KK

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