



Yamhill County Fair & Event Center

EMPLOYMENT OPPORTUNITY

Job #FA17-053

Fairgrounds Manager

Yamhill County Fair & Event Center

Recruitment closes June 16, 2017 at 3:00 p.m.

Postmarks not accepted.

The Yamhill County Fair Board is seeking a Fair & Event Center Manager to manage all aspects of operations for the Yamhill County fairgrounds. Management duties include: marketing the year-round event center and the annual County Fair; operation and maintenance of the fairgrounds, equestrian center and other event center facilities; plan and implement fairgrounds facility improvement projects; prepare the budget (approximately \$600,000/year) and accounting systems for fiscal controls; promotion and support of fairgrounds events; and supervision of assigned staff.

The successful candidate must be able to understand and follow oral and written instructions and have the ability to establish and maintain harmonious working relationships with superiors, fellow employees, and the general public.

Four years' experience in business management, marketing, or event center promotion is required. Any satisfactory equivalent combination of experience and education which demonstrates the ability to perform the work described will be considered.

May be subject to successful completion of a background check.

For more information, including how to apply, visit the County website at <http://www.co.yamhill.or.us/hr>.

Salary: \$50,000/year anticipated at hire. Employees must be able to perform the essential functions of this classification with or without accommodation.

Yamhill County is an Equal Employment Opportunity Employer in full compliance with the ADA. All qualified applicants are encouraged to apply. ***A completed County application form is required.*** Applicants are considered for employment based on their qualifications without regard to race, religion, gender, sexual orientation, national origin, age, marital or veteran status, medical condition or disability, or any other factor prohibited by law or regulation.

Please notify the Human Resources Office if you need accommodation or assistance with any part of our application process.