



Announces the Position of  
**Director of Administration & Operations**

Application Deadline: April 16, 2018

**Oregon State Fair and Exposition Center (OSFEC)**

The Oregon State Fair and Exposition Center is a unique enterprise in the Fair industry. In 2015 the organization was transformed from a state agency to a Public Corporation. The change allows OSFEC to operate more as an entrepreneurial entity in that it is outside the government purchasing and operating requirements of most fairs. This allows OSFEC to respond to business trends and opportunities in a nimble and expedient manner. This business model provides the opportunity to be a successful organization that can be responsive to the market without the cumbersome restrictions of government.

The OSFEC Director/CEO is the Chief Executive Officer hired by the Oregon State Fair Council (OSFC) and is responsible for implementing the vision of the Council and for the financial success of the organization.

In addition to working closely with the OSFC to establish OSFEC policy and long-range strategies; on a year-round basis, the OSFEC Director/CEO oversees overall management of the organization's enterprises, legislation, City relations, Oregon State Fair Foundation (OSFF) activities, master planning, and capital construction.

**Director of Administration & Operations**

The Director of Administration & Operations is one of three top level senior management positions that reports directly to the Director/CEO, along with the Director of Expo Center Events & State Fair Vendors and the Director of Marketing & State Fair Programming.

**Director of Administration & Operations key areas of responsibilities include:**

- Participating as a member of the management team to assist CEO with matters relative to the overall success of the organization.
- Developing and implementing overall OSFEC goals, objectives, policies and procedures related to assigned responsibilities; and assisting in the development and implementation of long and short-term strategic and organizational plans.
- Developing, planning, organizing and managing the OSFEC budget, including budgets for the various OSFEC and State Fair departments; making recommendations regarding modifications to the budget; and coordinating with CEO as necessary.
- Recommending the appointment of personnel; providing or coordinating staff training; conducting performance evaluations; implementing discipline procedures as required; maintaining high standards necessary for the efficient and professional operation of the OSFEC.
- Building and maintaining positive working relationships with co-workers, other employees and the public using principles of good customer service.
- Representing the OSFEC to outside agencies and organizations; participating in outside community and professional groups and committees; and providing technical assistance as necessary.
- Researching and preparing technical and administrative reports; preparing written correspondence.
- Performing a wide range of management level administrative, financial and operational responsibilities that cross all OSFEC Departments.

- Coordinating assigned OSFEC and State Fair responsibilities and activities with other OSFEC departments and outside organizations.
- Managing a number of OSFEC full-time, part-time and temporary employees; and OSFEC contractors, over a wide variety of disciplines to accomplish and fulfill the assigned functions and responsibilities.
- Overseeing OSFEC's day-to-day administrative functions including office management, accounting and financial operations, contracting, human resources, risk management and information technology; and operational functions such as facility and equipment maintenance, and deferred maintenance and capital construction projects.
- Organizing, directing and coordinating specific State Fair operational activities such as paper room, admissions, box office, tickets and credentials, pre/post-fair production, public safety, parking, camping, and janitorial/grounds cleanup.
- Perform additional duties as assigned.

### **Supervisory Responsibility:**

Responsible for the direction and supervision of employees and contractors directly assigned to this position.

### **Education and Experience:**

Any combination of education and experience equivalent to the successful completion of a Bachelor's degree from an accredited college or university and five years of increasingly responsible experience in fair, event or exhibition management, including two years of supervisory responsibility. Must pass criminal and financial background checks, and enter into a non-disclosure/confidentiality agreement.

### **Ideal Candidate:**

- Is a visionary leader who is entrepreneurial and creative with the ability to think "outside the box."
- Able to proactively develop and execute innovative and successful OSFEC strategies and plans; and possess strong organizational skills to establish a course of action and accomplish immediate and long-term goals.
- Is extremely organized and detail oriented.
- Willing to take reasonable risks and show initiative; promote and welcome new, creative ideas and change; and appreciate differing opinions and styles.
- Able to maintain cooperative working relations with various groups and individuals including State Fair department heads, creative team members, carnival operators, livestock advisory groups and business and community organizations.
- Has excellent leadership, motivation, team building and conflict resolution skills.

### **Compensation and Benefits:**

This is a full-time exempt position in Salem, Oregon.

Salary: \$80,000 – 110,000 annually. The salary within this range will be based on the qualifications of the successful candidate.

The OSFEC offers benefits package that includes sick leave, vacation, ten paid holidays per year, health insurance contribution, and retirement contribution.

### **To Apply:**

Submit Cover Letter, Resume and five References to OSFEC Director/CEO at [MPaluszak@oregonstatefair.org](mailto:MPaluszak@oregonstatefair.org).

All submittals will be treated as confidential. Candidates may be asked to provide additional information and necessary releases to conduct background checks.