

Fallon County Job Description

Fallon County is committed to affirmative recruitment and diversity in employment opportunity. It is the policy of Fallon County to provide equal opportunity to all persons seeking or having access to its employment, services and activities, which is free from restriction based on race, color, religion, national origin, age, gender, marital status, veteran status, sexual orientation or disability. Applicants with disabilities who need accommodation with the application or selection process should contact Fallon County Human Resources.

Job Title: Fairgrounds Manager

Department: Fair

Location: Baker, Montana

Job Status: Full Time, Exempt

Reports to: Fallon County Fair Board

This position may involve unsupervised contact with juveniles and is subject to criminal and motor vehicle driving history reviews. In accordance with Fallon County Policy, this position is subject to a mandatory six (6) month probationary period.

Job Overview:

This position performs a variety of activities which promote and market the Fallon County Fairgrounds. This includes working closely and in conjunction with the Fair Board in the preparation and execution of the Fair and other special events. The location of the office as well as the nature of the work often results in working in a solitary environment; must be able to multi-task and remain motivated to complete tasks in an efficient manner. Performs a variety of administrative duties which includes answering phones, greeting the public/customers, responding to queries about the facilities, completing rental agreements and accepting monies. Ensures grounds and buildings are clean, landscaped and winterized. This position also performs limited forms of manual labor including mowing, cleaning and snow removal.

Essential Functions:

Public Relations – Communicates with the public, customers, Board members and other individuals to answer questions, provide information about the Fairgrounds and range of activities/events including the Fair, receptions, musical performances, and rodeos. Schedules events and maintain accurate event calendar; advise renters of location of items including tables, chair and electrical boxes. Advises barn and stall renters of rental agreements and rules of use. Ensures rental agreements are completed; collects rental monies. Answers the telephone, greet visitors, and accept monies. Works closely with variety of County and non-county entities including Extension Agent and 4-H members to ensure high level of customer service in the use of facilities and in building repeat business.

Board Secretary and Support – Works closely with all Board members in the promotion and usage of the Fairgrounds and facilities, maintaining a neutral and professional position. Serves as recording secretary for the Fair Board. Prepares agenda items; attend monthly or bi-monthly meetings, take and write minutes; finalize minutes and submit to Chairperson within seven (7) days. Drafts and prepares correspondence at the request of Board. While not a Board member, this position provides integral support to the Board. Coordinates travel, lodging and registrations for the Board and Commission to attend Fair Convention. With the Board, attends Fair Convention and District Meetings, providing budget, calendar and contact information to assist the Board in procuring events and entertainment;

ensure waivers are complete. This includes seeking out event opportunities. Apprise the Board of all grounds activities in a timely manner, including changes in entertainment, service members, and accidents.

Fair – Working closely with the Fair Board, this position oversees development of all Fair related activities. In preparation and during the Fair, provides a high level of customer service in working with service members, entertainment, the Board, the Commission and general public by responding to requests for assistance/information. Ensures all temporary worker positions are filled, prepares documents for judges. Updates Showworks software program. Prepares, prints and delivers Fair book. Orders all fair supplies. Sets up POS system via Treasurer's Office. Arranges security via the Sheriff's Office. Ensures all buildings, including plumbing and electrical systems, are in good working order; arranges for contractors as necessary. Ensures buildings and barns are set up with tables, chairs, temporary walls, shelving, glass cases, panels, etc. Establishes parking for various entities including handicap, law enforcement, and service members. Works with entertainment agents to fulfill contracts by arranging for motels, travel, food, local transportation, etc. Prepares all checks for fair related activities; deposits fair monies. Directs seasonal and temporary workers in variety of tasks ranging from cleaning, general repairs, and judging. After the Fair, places all temporary walls, panels, shelves, tables, etc. are placed in storage. Contacts Barn Manager/County shop to complete winterization of all mowers and equipment. Completes winterization process for all buildings, grandstands and restrooms. Directs seasonal crews in the removal of all debris/garbage throughout fairgrounds. Prepare annual report of Fair entertainment income and expenditures; present at September Board meeting.

Buildings and Grounds – Oversees improvements and repairs on grounds and buildings; interacts with contractors providing project specifics as determined by the Board. Works closely with contractors to ensure project is completed within budget and approval of Board and Commission. Visually inspect fairgrounds by walking/driving on a weekly basis to ensure all is in good working order. During off season, mow grounds, water flowers; ensure grounds and buildings are in good condition and free of debris. Ensure landscaping is completed including seeding and aerating of lawn areas, planting of flowers and operation of underground sprinklers. Contact appropriate entities to complete winterization for all electrical and water. Inspect exhibit hall, grandstands and barn facilities for cleanliness in accordance with rental/usage agreements. Ensure fire suppression system is operational, including proper drainage of the system.

Marketing and Event Planning – Network in and outside the community and with other Fair managers; garner information for event ideas while at Convention and District meetings. Research and seek out innovative means to promote and ensure use of Fairgrounds. Works with County Computer/IT Tech to ensure webpage is up to date with upcoming events. Maintains Facebook page by posting notice of events, deadlines and pictures to increase awareness of the fairgrounds and increase awareness of facility and ability to hold events.

Supervision of Others – Supervises and directs the work of the Barn Manager year round in a variety of activities including snow removal, barn and lower stall repairs, setting up for special events and ensuring indoor and outdoor track and arena are worked. Participates in the recruitment of seasonal crews. Supervises seasonal work crews May through August. Oversees and directs manual labor such as mowing, weed eating, general repair of buildings and grounds, building set up and cleaning. Engages in

performance management with staff: scheduling, performance appraisals, coaching, training, skill development, and progressive discipline.

Clerical – Administer budget by tracking expenditures. Prepare claim and present for approval for upcoming Fair. Ensure outstanding checks have been cashed by contacting patrons. Prepare end of the year accounting and reconciliation, submit to Clerk & Recorder. Prepare and submit monthly deposits to Treasurer. Order office and cleaning supplies. Completes inventory of Exhibit Hall supplies following each event. Completes annual inventory of all equipment and fixed assets.

Competencies:

Accountability, Active Listening, Adaptability, Attention to Detail, Basic Accounting, Commitment, Computer Skills, Creativity, Customer Service, Dependable, Fair Activities, Flexibility, Initiative, Innovation, Integrity, Interpersonal, Network, Organization, Oral Comprehension, Oral and Written Expression, Planning, Problem Solving, Professionalism, Sensitivity, Teamwork, Time Management and Travel:

This position requires considerable knowledge of County Fairs and related events such as 4-H exhibits and judging. Ability to form working relationships with other Fair professionals to garner ideas for events, work collaboratively in coordination of events to promote Fallon County Fairground facilities. Promote the Fallon County Fairgrounds through creativity, flexibility and innovation in service and event development.

Thorough knowledge of office administrative practices and techniques; ability to create correspondence and databases to track rentals, profit & loss, ticket sales, etc. through various software programs including Excel, Word for Windows and Showworks. Accurate writing skills, utilizing appropriate grammar and spelling; write accurate minutes and correspondence.

Ability to interact courteously and effectively with Fair Board members, elected and appointed officials, county employees, and the general public. Possess excellent customer service and interpersonal skills to resolve questions and concerns using good judgment, discretion, courtesy and respect. Respond calmly and effectively to stressful situations. Must listen actively to ensure effective and correct communication; able to interact with variety of personalities.

Must be self-motivated and able to complete work in a timely manner without direct supervision. Adapt to changing work routines and demands. Apply independent initiative, discretion, judgment and organization skills to a variety of project, assignments and situations. Listen to and understand information and ideas presented through spoken words and sentences. Communicate information and ideas in speaking so others will understand; explain rules and procedures clearly to the public.

Minimum Qualifications:

The above knowledge, skills, and abilities are typically acquired through a high school diploma or equivalent; an Associate's degree in marketing or related field is preferred. Must be at least eighteen (18) years of age, possess or be able to obtain a valid Montana driver license within thirty (30) days of hire. Three (3) years of directly related experience in event or Fair planning and administration, marketing, customer service and office support is preferred. Must possess strong verbal and written communication skills; a thorough knowledge of Microsoft Suite, as well as the ability to efficiently learn

and utilize a variety of software programs is required. Other equivalent combinations of education and experience may be considered.

Salary Schedule:

The starting salary for this position is \$47,477.00 annually. This position will serve a mandatory six (6) month probationary period; the County extend the probationary period up to one (1) year if job performance is not meeting the position expectations. After successful completion of the probationary period and gaining permanent employment status, the salary will increase to \$47,977.00 annually. Following an additional six (6) month period as a permanent employee, the salary will increase to \$48,477.00 annually.

Hours of Work:

This is a full-time position, forty (40) hours per week: 8:00 a.m. to 5:00 p.m., Monday – Friday. The nature of the work will result in additional hours, especially during events such as the Fair. Attendance at board meetings during the evening is required.

Physical and Environmental Demands:

While performing the essential functions of this position, frequently required to sit, stand, walk, use hands and fingers, climb or balance, reach with hands and arms, stoop, kneel, crouch, crawl, speak and hear. May be required to lift up to fifty (50) pounds. Specific vision abilities include close vision, distance vision, and depth perception. This position primarily works in an office setting, but may also perform tasks in a variety of working conditions such as walking on outside terrain, and working in inclimate weather (heat and cold). The noise level in the work environment is usually moderate to occasionally loud.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully; employees are routinely required to address emerging employer requirements in alignment with individual work units and assignments of jobs which may result in additional or a change in duties/functions not identified. This job description does not constitute an employment agreement between the employer and employee; it is subject to change by the employer as the needs of the employer change.