



Vacancy Announcement

Position: Fairgrounds Manager

Date Posted: June 29, 2017

Closing Date: July 17, 2017

About the Position and Department: The Fairgrounds Manager works under the direct supervision and in accordance with the Fallon County Fair Board. This position is also under the supervision of the County Commission.

Position 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. Often works by one's self and must be self-motivated to remain organized and efficient. 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. We offer progressive wages and an excellent benefits including paid vacation and sick leave, health insurance and Public Employees retirement. This position is subject to pre-employment criminal history and motor vehicle driving history reviews.

Minimum Qualifications: Successful applicants will hold 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.

How to Apply: Applications and a complete job description are available at the Human Resources office, 10 W. Fallon Avenue, Baker, Montana or online at www.falloncounty.net. Submit completed applications (resumes optional) by the closing date to: Human Resources Manager, PO Box 846, Baker, Montana, 59313. Questions may be directed to Julie Straub 406-778-8164.

This vacancy announcement provides a brief overview of the position for recruiting purposes and is not intended to as a full description of the work, competencies and qualifications. For a complete job description, please contact Fallon County Human Resources.

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. The information contained on employment applications is sought in good faith. It will not be used to discriminate against any applicant for employment in violation of State or Federal law.