

**Walla Walla County
Job Description**

JOB TITLE: Fairgrounds Manager
DEPARTMENT: Fairgrounds
REPORTS TO: Walla Walla County Board of County Commissioners
PAY GRADE: DOE; DOQ; Employment Agreement; FLSA Exempt

JOB SUMMARY: Under the Supervision of the Board of County Commissioners, the Fairgrounds Manager plans, organizes and manages the day-to-day operations of the Walla Walla County Fairgrounds. The Fairgrounds Manager oversees and manages all aspects of the Walla Walla Fair and Frontier Days in consultation with the Board of Directors of the Walla Walla Fair and Frontier Days, to ensure that it is operating in accordance with its mission and purpose. Working hours are not confined to a designated schedule. Working hours shall be determined by the time required to properly manage the maintenance and operation of the fairgrounds and all activities thereon. The Manager ensures the implementation and enforcement of all policies and procedures as set forth by the Walla Walla County Board of Commissioners.

SUPERVISORY RESPONSIBILITIES: This position supervises the Fairgrounds Staff and volunteers. Oversees the actions and responsibilities of the Board of Directors of the Walla Walla Fair and Frontier Days to ensure compliance with Board bylaws and County policies.

ESSENTIAL FUNCTIONS:

- Responsible for implementing Fairgrounds operating budget in accordance with county and state requirements.
- Responsible for providing budget information and recommendations to the Finance Committee or the Board of Directors if no finance committee is in place.
- Responsible for preparation and oversight of the annual budget for the Walla Walla Fair and Frontier Days event and fairgrounds operation, in consultation with the Board of Directors and consistent with standard and acceptable fiscal management procedures and in compliance with standard county policies and procedures.
- Responsible for accounting for funds received and disbursed in compliance with standard county and state requirements.
- Leads the Board of Directors in the development and implementation of short and long-range planning for the facility and properties.
- Acts as purchasing agent for Walla Walla County Fairgrounds and Walla Walla Fair and Frontier Days in compliance with standard county policies and procedures.
- Responsible for proper staffing of the fairgrounds. Hires, evaluates, supervises, disciplines and, if necessary, dismisses departmental employees in compliance with Walla Walla County personnel policies and procedures.
- In consultation with the Facilities Maintenance Manager, determines proper maintenance staffing of the facility.
- Working with the Facility Maintenance Manager, responsible for proper maintenance of the facility.
- Responsible to develop, promote and administer a yearly and long range marketing program for the contracting, leasing and rental of the fairgrounds and all activities thereon with approval of

the Board of County Commissioners.

- Continuously solicits and compiles data assisting the cost-effective administration and fiscal management of the department.
- In consultation with the Facilities Maintenance Manager continuously assesses and recommends improvements to the existing facilities, equipment, and project management.
- Serves as the liaison between Walla Walla County and the Frontier Days Foundation, a separate 501(c) non-profit entity. This liaison role is defined by June 11, 2011 Operating Agreement between the County and the Foundation. In this role, the Fairgrounds Manager is an employee and representative of the County, and not an employee, agent or representative of the Foundation. In representing the County in its relationship with the Foundation, the manager's fiduciary responsibilities must remain with the County.
- Serves as liaison between the Board of County Commissioners, Staff and Board of Directors.

EXAMPLE OF DUTIES:

- Responsible for setting guidelines for: sponsor sales, advertising, and solicitation of donations.
- Upon request, assists the Board of Directors with specific committee requests.
- Responsible for the effective operation of the fairgrounds.
- Responsible for the procurement of sponsors, sale of advertising and solicitation of donations with the assistance of the Board of Directors as needed.
- In consultation with the Facilities Maintenance Manager responsible for the efficient maintenance of the facility.
- Promotes good public relations and program participation, in a professional manner at all times, providing representation of the department in the community; attends various public meetings and makes presentations regarding fairgrounds facilities and services; solicits suggestions for improvements from users.
- Responsible for ensuring safe operations of the fairgrounds for staff, volunteers, and the public.
- Performs other duties as required.

EQUIPMENT TO BE USED: Equipment to be used includes ten-key calculator, computer, fax machine, copier, Microsoft software, multi-line phone system, ticket programs, exhibitors show works programs, other related office equipment, smart phone, online meeting platforms, financial software, golf carts and other vehicles.

WORKING ENVIRONMENT/PHYSICAL ABILITIES: Typical work is performed in an office setting but may include work outdoors from time-to-time; requires sitting and standing for extended periods, walking over rough and uneven surfaces, bending, reaching overhead, lifting up to fifty (50) pounds and driving small motorized equipment; outside work in various weather and in barnyard environment. May be exposed to dust, dirt, and pollen. Occasional out-of-county and/or out-of-state travel, subject to county policy requirements. During the Fair, must be able to work nights and weekends.

KNOWLEDGE AND ABILITIES:

- Generally accepted accounting and finance principles and standards, effective marketing and promotional techniques and management and supervisory principles and practices.
- Principles and practices of governmental fiscal management, including budget preparation, expenditure control, timekeeping, purchasing, grant writing, and record keeping.
- Set work priorities and train, direct, motivate and evaluate the work of assigned staff.
- Develop, implement and control a balanced budget for the department.
- Develop and implement departmental goals and objectives.
- Apply judgment and discretion in resolving problems and interpreting policies and procedures.
- Effectively communicate to the Board of Directors and the general public.

- Develop and maintain effective working relationships with the Board of County Commissioners, Board of Directors, staff, and the general public.
- Communicate effectively, both orally and in writing, and to make effective presentations to the Board of Directors and the Board of County Commissioners.
- Establish and maintain accurate records of assigned activities and operations.

EDUCATION AND EXPERIENCE: Bachelor's degree in public or business administration, marketing, hospitality or closely related field and three (3) years of progressively responsible experience with supervisory responsibilities or any equivalent combination of experience and education which provides the applicant with the desired skills, knowledge, and abilities required to perform the fair manager functions and duties. Experience in the fair industry is preferred. Applicant must possess excellent marketing and public relation skills.

LICENSES AND OTHER REQUIREMENTS: Must successfully pass a background check and driving record check. Must possess a valid driver's license. Must have access to a vehicle with proof of insurance.

THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR EMPLOYMENT.