

CAREER OPPORTUNITY ANNOUNCEMENT
Fair Manager
TILLAMOOK COUNTY FAIR
4603 E Third Street (Box 455)
Tillamook OR 97141

FINAL FILING DATE: Job will remain open until the position is filled.

TIME BASE: Full Time

SALARY RANGE: \$45,000+ with benefits

BENEFITS: Medical, Dental, Vision, Self Directed Retirement Program, Sick Pay, Vacation

QUALIFICATIONS:

Desired

- Demonstrated knowledge and experience in developing and managing budgets, maintaining sound fiscal policy; day-to-day record keeping including payroll; and preparation of board required reports.
- Knowledge and experience in planning, organizational restructuring and business development.
- Knowledge and experience in fund-raising, grant and sponsorship development.
- Ability to work cooperatively and communicate effectively with staff, Fair Board, local businesses, media and the community.
- Knowledge and experience in recruiting, training and supervising employees and volunteers.
- Knowledge and experience in developing and implementing marketing plans and strategies.
- Knowledge and experience in producing and directing community-relevant programs, entertainment activities and special events.
- Knowledgeable in the areas of purchasing, facility maintenance, public relations, contracting and technology.
- Ability to create and deliver public presentations.

DISQUALIFICATIONS:

Any applicant who attempts to contact directly individual Fair Board members with the intent of influencing the decision of the Fair Board will be disqualified as a candidate for the position.

LOCATION OF THE FAIRGROUNDS:

Tillamook County Fairgrounds is located within the city limits of the City of Tillamook in Tillamook County. Tillamook is 72 miles west of Portland; 49 miles south of Seaside and 47 miles north of Lincoln City.

Fair Facility Facts:

- 68 acres
- 10 buildings (approx. 88,800 sq. ft.)
- Grandstand seating, 2,000
- Bleacher seating, 5 sets, 3,000
- 5/8-mile dirt race track
- 2 Indoor Event Centers (6,600 sq. ft. & 8,040 sq. ft.)
- Parking: Unlimited
- RV Hook-ups: 30
- 3 Horse Stables (29,388 sq. ft.)
- Indoor Tennis Courts (13,202 sq. ft.)
- Roller Skating Rink (8,040 sq. ft.)
- Pavilion (120'x200')

Fair Operational Facts:

- 2013 Budget: \$971,250.00
- Current full-time staff: Secretary/Bookkeeper, Maintenance man
- 2013 Fair attendance: 76,798
- 2013 Fair dates: August 6th – 9th
- Major annual events: Home & Garden Show, Mayor's Ball, YMCA Auction/Dinner, Holiday Bazaar, Chamber of Commerce Banquet, Rodeo, Rocky Mountain Elk Foundation

SELECTION PROCEDURES:

- The Fair Board will evaluate each applicant's complete application.
- The Fair Board will review applications received prior to each Fair Board meeting, the 2nd Tuesday of each month.
- Personal interviews will be scheduled at the fairgrounds.
- The applications of all candidates will be held in the strict confidence.
- The Fair Board reserves the right to contact selected individuals who are familiar with the accomplishments of applicants.
- The Fair Board may wish to visit the home community of the final applicant(s).