

## TILLAMOOK COUNTY FAIR

### FAIR MANAGER

**JOB SUMMARY:** The Tillamook County Fair Manager is responsible for the day-to-day operation of the Tillamook County Fairgrounds and its facilities and for overseeing all aspects of the annual fair. This includes, but is not limited to supervising fairgrounds staff; overseeing coordination and utilization of fairground facilities, negotiation of contracts with individuals or groups wanting to use the fairgrounds. This also includes coordination of events at the fairgrounds and activities with other businesses and organizations such as the Tillamook County Rodeo Association, Economic Development Department, Headlight Herald and the Oregon Racing Commission. The Fair Manager is responsible also for attaining maximum use of fairgrounds and carrying out other duties as may be assigned by the Fair Board. The Fair Manager represents the interest of the Tillamook County Fair in accordance with policies, procedures, and standards established by the Fair Board. The Fair Manager maintains good public relations with the community and service organizations through the media or involvement in community affairs. The Fair Manager should be involved with the Oregon Fairs Association in some capacity so as to know what is going on state wide with County Fairs and to track any trends or circumstances that may affect the Tillamook County Fair. The Fair Manager will be bonded in the same amount as the Fair Board and Office Secretary/ Bookkeeper according to ORS 565-210.

**SUPERVISION RECEIVED:** The Fair Manager works under the specific supervision of the President of the Fair Board and keeps him/her informed on a continual basis of any and all activities, problems or concerns. The Fair Manager works under the general supervision of the full Fair Board. If any conflict should occur between the President of the Fair Board and the full Fair Board, the Fair Manager will follow the supervision of the majority of the Fair Board.

**SUPERVISION EXERCISED:** The Fair Manager performs a yearly evaluation (copy attached) for the positions of Office Secretary/ Bookkeeper and Part-Time Maintenance. The Fair Manager has the responsibility of reviewing and approving all contracts negotiated on behalf of the Tillamook County Fairgrounds and Fair.

**FISCAL MANAGEMENT AND CONTROL:** The Fair Manager is responsible for the fiscal management of the fairgrounds which includes: Preparation of the annual budget, budget transfers, grant writing, assisting in audits, working with the Tillamook County Budget Committee and Treasurer, submitting to the Fair Board a monthly accounting of income and expenditures, presenting a year-end forecast; establishing and monitoring an accounting system for fair and off-season season receipts and maintains an accurate inventory of materials and supplies. The Fair Manager handles all contract negotiations with vendors and facilities users, maintains the Tillamook County Fairgrounds in accordance with Tillamook County and Fair Board directives and policies and insures that all facilities are kept in good repair and operating condition, keeping within fiscal limitations.

**PERSONNEL AND PROGRAM DEVELOPMENT:** The Fair Manager is responsible for hiring, supervision, discipline, and, if necessary, termination of all staff. The Fair Board needs to be informed of and agree with all any and all of these personnel actions before the Fair Manager take action. If necessary, the Fair Manager shall consult with Tillamook County legal counsel regarding fair employment practices prior to completing any terminations. The Fair Manager is

responsible for development and maintenance of all personnel policies and procedures. The Fair Manager is responsible for the review, analysis, and overseeing of federal, state, county, or city statutes, administrative rules, policies and procedures to ensure the Tillamook County Fairgrounds and Fair is in compliance. The Fair Manager keeps the Fair Board informed of any changes that may affect the operation of the Tillamook County Fairgrounds or Fair.

**EMPLOYMENT QUALIFICATIONS:** Knowledge of business operations including fiscal management. Ability to work effectively with County Commissioners, County Agencies and Departments, various organizations, the general public, and those making application to use or provide services to the fairgrounds. Needs to be able to obtain sponsorships within our community.

**EXPERIENCE AND TRAINING:** Bachelor's Degree or equivalent experience in Financial Management and Marketing.

**SALARY-BENEFITS:** The Fair Manager is paid a monthly salary as determined by the Fair Board. This is a management position and may require more than 40 hours per week to complete job duties. The Fair Manager does not qualify for overtime compensation. After 90 days and at 6 months, an evaluation report will be completed along with a one year probation period. The Fair Board performs an evaluation (copy attached) yearly, near anniversary date, with the Fair Board President tallying the results and presenting them to the Fair Manager in Executive session at the next scheduled Fair Board Meeting. Although the Fair Manager is not a county employee, but an "at-will" employee, the Fair Board agrees to provide the Fair Manager with some benefits that Tillamook County employees receive. These benefits include medical, dental and vision insurance, sick leave and vacation accrual as per county policy and holidays as per county work schedule. The Fair Board additionally will contribute to a self-directed retirement program at least equal to the amount paid to employees of the County with the monthly amount determined on a yearly basis during preparation of the annual budget.

**WORKING HOURS:** Base schedule is 8:00 a.m. to 5:00 p.m. Monday through Friday. Some events at the fairgrounds require working on weekends and hours vary greatly during the annual fair to meet needs.