

MADISON COUNTY

JOB DESCRIPTION: FAIR GROUNDS MANAGER

General Summary:

Appointed by the Board of Directors and works under the general direction and policies of the Madison County Fair Board. Advertising and selling off-season rental of facilities. Plans, organizes, promotes and directs all phases of the Madison County Fair Grounds. Recommends policies to the Madison County Fair Board. Serves as liaison to the Madison County Board of Commissioners and other agencies. The Fair Grounds Manager supervises and trains clerical, maintenance, technical, administrative, and trades personnel on a full and part-time seasonal basis. All recommendations of the Fair Grounds Manager are to be made to the Madison County Fair Board of Directors for final determination.

Essential Functions:

1. Advertises, sells, contracts and monitors off-season rental of facilities.
2. Plans, organizes, promotes and directs all BOD approved phases of the Madison County Fair Grounds:
 - a. Coordinates clerks;
 - b. Coordinates youth exhibits with County 4-H staff i.e. locations and schedules;
 - c. Develops and carries through commercial exhibitor and concession contracts and policies;
 - d. Develops and coordinates advertising policies and premium entertainment tabloid.
3. Responsible for long-range planning for county events.
4. Initiates, coordinates and supervises program development.
5. Develops and oversees the administration of the office of the fairgrounds budget for the fiscal year.
6. Plans and implements the development of the capital improvement budget for fairgrounds and facilities.
7. Develops and maintains a working relationship with the County Board of Commissioners.
8. Directs maintenance and repair programs.
9. Develops and promotes fair and facilities through community public relations:
 - a. Speaking engagements; and,
 - b. Maintains contact with various community and state-wide organizations.
10. Supervises and coordinates activities of full-time, part-time and seasonal staff.
11. Responsible for the all building as far as renting, contracts, scheduling and maintenance.

Other Functions:

_ Performs related duties as required and Approved by BOD.

(The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.)

Employment Qualifications:

Experience: 3 to 5 years recommended of event management or equivalent experience including budgeting, contract negotiations, accounting and promotion.

Other Requirements:

(The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job related selection or promotional criteria.)

Physical Requirements:

- _ Ability to access all areas of the fair grounds.
- _ Ability to enter and access information from computer system.
- _ Ability to operate general office equipment.

(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the requirements listed above. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.)

Working Conditions:

- _ Works in office conditions and in all areas of fair grounds.