



**SANDERS COUNTY
VACANCY ANNOUNCEMENT
February 26, 2019**

Position: Fairgrounds Manager
Average 30 hours per week – Varies by Week and Season - Permanent

Department: Fairgrounds

Salary: Starting rate of \$15.47, depending on experience

Closing Date: 4:00 PM Friday, March 15, 2019

Application Documents Required: Please contact Sanders County Job Service at 406-827-3472.

The Fairgrounds Department preserves, enhances, and develops the Fairgrounds for present and future generations through comprehensive planning, capital acquisition, facility development and event production.

Job Summary: The Fairgrounds Manager is responsible for the planning, organization, and supervision of the daily operations of the County fairgrounds to ensure that all operations are conducted safely, efficiently, and in accordance with the established advisory guidelines of the Fair Board, County Commissioners, and applicable laws. Duties include managing and maintaining fairgrounds, operations, personnel, buildings, equipment and supplies, and coordinating, scheduling and overseeing all activities and events held at the fairgrounds throughout the year. This includes booking all events, ticketing, overseeing set-up and takedown for all fair events, and publishing fair/event brochures and flyers.

Successful Candidate must be able to:

- Plan, organize, direct, and coordinate the functions of the fairgrounds including the County Fair to ensure efficient and effective operations take place on a daily basis according to guidelines established by the Fair Board, County Commissioners and applicable laws. Ensure the policies and directions of the Board and the Commissioners are implemented and administered in an effective manner.
- Establish long-term goals and plans for the utilization of the fairgrounds including organizing and planning for particular events, layouts, displays, set-ups, corrals, etc. to ensure optimum and safe use of fairgrounds according to the type of event and the number of attendees expected.
- Manage personnel to ensure qualified staffing for programs in compliance with employment regulations and law. This includes supported decisions on hiring, training, overseeing fairgrounds staff, terminating employment, and conducting disciplinary grievance hearings.

- Perform and supervise general maintenance and grounds keeping operations to ensure safe, clean, and fully operational grounds and facilities. Inspect and maintain assigned maintenance on custodial equipment and supplies, perform or supervise corrective; preventative maintenance and upgrades on grounds, buildings, and structures.
- Schedules the county fair and other events throughout the year. Organizes and plans fair events and layout of exhibits, etc.
- Promotes the fair and fairgrounds with the general public and the media in a positive and promotional manner. Answers questions pertaining to the fairgrounds and the annual Fair in a positive and promotional manner. Coordinate and facilitates all seasonal displays and seasonal activities on the Fairgrounds. Responsible for managing and updating the Fair website, as needed.
- Monitors, controls and maintains a profitable Fairground operating budget. Collects fees and record all transactions. Maintains accounting system that reflects all payments, debt and loans on a monthly basis for review by the Fair Board. Completes all Fair program budgets, monitors expenditures, and completes all monthly, quarterly and annual expenditure reports.

Education and Experience:

- The job requires knowledge of the various principles and practices of Fair and fairgrounds business management including public relations, planning, personnel and financial administration, contract negotiation and administration, collections and safety.
- Property management practices and the maintenance and repair of various types of structures and surrounding grounds including planning for improvements. Requires knowledge of in staff supervision, marketing and advertising, event planning and coordination; and facilities and grounds maintenance principles and practices.
- Candidate must be able to support the fair with strong knowledge and practice of maintenance, construction and repair skills.
- Associates Degree and two years of relevant experience, preferred; two (2) years progressive management experience in operations, entertainment or hospitality management or performance of similar duties and responsibilities as listed on this job description.
- Must possess a valid Montana Driver's license with a clean driving record.
- Computer skills, demonstrating proficiency using Microsoft Office Suite programs necessary.
- Must be an effective public speaker able to speak to groups of varied interests and backgrounds; develop and deliver informative presentations in support of the Fair Board, Fairgrounds offerings and the role of the Fairgrounds in Sanders County.