



Exposition Park Director
Class code: 01101
Employee Group: Management/Confidential
FLSA: Exempt
Salary Band: 17

I. Position Summary

Under direction of the Fair Board, and consistent with Jackson County policies; this position plans, organizes, directs, markets and manages the Jackson County Fair and year-round events. Maintain the Jackson County Exposition Park facilities and grounds. Maintain fiscal performance consistent with County and Fair Board expectations.

II. Supervision Exercised

Acts as a supervisor to various classifications.

III. Examples of Essential Position Duties

- Directs department operations to achieve goals within budgeted funds and available personnel, including management of large volunteer and temporary staff; plans and organizes workloads and staff assignments, reviews progress, directs changes in priorities, and schedules as needed to assure work is completed in an efficient and timely manner.
- Prepare the exposition park operating budget, for approval by the Fair Board and County Budget Committee, based on staffing and resource requirements, cost estimates, department objectives, and goals. Administer the budget while controlling costs and monitoring and documenting departmental revenues and expenditures, assuring compliance with approved budget and staffing levels. Implements and maintains internal controls.
- Maximize usage of facilities through effective marketing and planning. Enhance revenue opportunities. Develop and recommend sponsorship programs, seek sponsorships, rent commercial exhibit space and other non-commercial usage of the exposition park facilities, as appropriate to ensure total revenue objectives are met. Recommend changes or expansion of programs and activities that will keep the organization fiscally sound.
- Provides managerial leadership and selects, supervises, and evaluates staff. Conduct performance evaluations and initiates and implements disciplinary actions as warranted. Resolve grievances and other confidential personnel matters. Provide training and motivation to make full use of individual capabilities and to meet changing system demands.
- Establish policies, procedures, work rules, safety requirements and performance standards to assure the effective, efficient and safe completion of assigned operations in compliance with County standards and legal requirements.
- Provide managerial and administrative support to the Fair Board in the preparation, promotion, and the operation of the annual County fair, and other community events. Assist in the preparation and administration of the annual budget as requested by the Fair Board.
- Develops, promotes, and administers a program for off-season use of the exposition park facilities.
- Provides planning, leadership, and direction and develops short and long-range planning to include goals, objectives, budget estimates, evaluation recommendations, and policies for the department and for review by the Fair Board; gathers, interprets, and prepares data for studies, reports, and recommendations; coordinates department programs with other departments and governmental agencies.
- Analyzes and recommends improvements to existing facilities and operating systems of the department.

- Coordinate the maintenance of exposition park facilities and grounds. Oversee any construction or repair projects necessary in this regard. May perform maintenance and repair duties as necessary.
- Negotiates and prepares contracts, as appropriate within Fair Board and County guidelines, to meet business objectives.
- Develops and maintains systems and records that provide for proper evaluation, control, and documentation of assigned operations. Prepares or oversees the preparation of reports and correspondence as required.
- Direct the resolution of inquiries, complaints, problems, or emergencies affecting the availability or quality of services. Respond to the most sensitive or complex inquiries or service complaints.
- Promote good public relations and program participation, providing representation of the department in the community; attends various public meetings and makes presentations regarding the exposition park facilities and services; solicits suggestions for improvements from users. Provide support to the Friends of the Fair Foundation.
- Keeps Fair Board and County’s Board of Commissioners informed of the department's current state of operations and activities and participates in Fair Board meetings and decisions.
- Adheres to County and departmental policies and procedures as well as safe work practices, policies and procedures.
- Develops and maintains effective working relationships with other staff, public officials, the general public and representatives of other agencies.
- Attends and participates in required trainings.
- Has regular and reliable attendance.
- Working irregular hours is required.
- Performs other related duties as assigned.

IV. Knowledge, Skills and Abilities

- Knowledge in the area of commercial exhibits and concessions.
- Knowledge and experience in producing and/or promoting entertainment activities, special events and local community relevant programs.
- Knowledge and experience in sponsorship development and fund-raising.
- Ability to maximize usage of site facilities through effective planning and scheduling, including ability to organize and direct work schedules of both staff and contractors to meet deadlines.
- Thorough knowledge of principles, practices, and procedures associated with management and promotion of County fairs and exposition park events or other promotional events.
- Thorough knowledge of modern principles, methods, and practices of effective management, planning, marketing and supervision to develop, implement and evaluate progress.
- Ability to read and understand blue prints, schematics, specifications (structural, mechanical, electrical, plumbing, and fire systems), and maintenance repair manuals.
- Knowledge of legal requirements, regulations, and the laws applicable to area of assignment.
- Knowledge of principles and practices of governmental fiscal management, including budget preparation, expenditure control, time keeping, purchasing, grant writing, and record keeping.
- Knowledge of common trade skills, such as carpentry, plumbing, electrical and mechanical, and related safety and legal standards.
- Knowledge of practices, principles, and procedures of grounds and facility systems and maintenance.
- Skill in the operation of equipment and tools used in performing assigned duties.

- Working knowledge of agricultural practices and issues.
- Ability to plan, organize, and oversee assigned work programs, including monitoring work schedules and evaluating the work of subordinates.
- Ability to prepare and direct the preparation and maintenance of accurate written reports, correspondence, and records.
- Ability to analyze and evaluate operations and develop and implement corrective action to resolve problems.
- Ability to physically perform assigned duties.
- Ability to develop and maintain effective working relationships with other staff, public officials, the general public, and representatives of other agencies.
- Ability to communicate effectively, both orally and in writing, with individuals and groups regarding complex or sensitive issues or regulations.

V. **Minimum Requirements** (Performance of the essential duties of this position includes the following requirements, physical demands and/or working conditions)

Education and Experience

- Bachelor's degree in Public or Business Administration, Social Sciences, Psychology or Communications or related field AND seven years of executive, professional level fairgrounds, convention or exhibition management experience; OR
- Any combination of education and experience which provides the applicant with the desired skills, knowledge, and ability required to perform the job.

Licenses, Certificates and Other

Valid Oregon State Driver's License with an acceptable driving record.

Physical Demands (*Performance of the essential duties of this position includes the following physical demands and/or working conditions*)

Typically requires driving, climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, sitting, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions. Requires exerting in excess of 100 pounds of force occasionally, in excess of 50 pounds of force frequently and in excess of 20 pounds of force daily to move objects. Requires ability to perceive color, odor, texture and sound. Requires driving and travel.

Working Environments

Work is performed both in the office and in the field with exposure to varying weather conditions, traffic, and hazardous conditions at work sites. May include exposure to moving mechanical parts, electrical currents, vibration, fumes, odors, dusts, poor ventilation, chemicals, blood and other body fluids, extreme temperatures, animals, inadequate lighting, work space that restricts movements, intense noise, dust and disruptive people.

VI. **Additional Information**

This classification description is not intended to be an exhaustive list of duties, knowledge, skills, abilities, or requirements, as any one position in this classification may be assigned some or all of these duties, in addition to other duties not explicitly listed here. The various duties, responsibilities and/or assignments of this position may be unevenly balanced and change from time to time based upon

matters such as, but not limited to, variations in the shift, work demands, seasons, service levels and management's decisions on how to best allocate department resources. Any shift, emphasis or rebalancing of these assigned duties, responsibilities and/or assignments does not constitute a change in the job classification.

Adopted: 11/18