



ANNOUNCEMENT NO. 5316

JACKSON COUNTY EMPLOYMENT OPPORTUNITY

EXPOSITION PARK DIRECTOR
Fairgrounds and Expo Park

- Must pass a criminal background/credit check prior to hire.
- Must pass a pre-employment drug screen prior to hire.
- Must submit an acceptable DMV court print prior to hire.

MUST SUBMIT TRANSCRIPTS FOR CONSIDERATION OF COLLEGE UNITS

JACKSON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability. Upon request, special accommodations and/or assistance will be gladly provided for any applicant with sensory or non-sensory impairments. Because of the Immigration Reform Act of 1986, persons hired by the county must be able to present acceptable documents verifying identity and authorization to work in the United States. For a copy of Jackson County's Equal Employment Opportunity Plan, visit our web site at www.jacksoncounty.org or call 541-774-6036.

SALARY RANGE: \$90,168-\$104,374 Annually

BENEFITS: Family health, dental, RX, vision & chiro. (minimal contribution required) & employee life & long term disability. Generous vacation and sick leave. Retirement (employer pays employee portion).

LAST DATE TO FILE: Open until filled

SUBMIT APPLICATION TO: JACKSON COUNTY HUMAN RESOURCES
10 S OAKDALE - ROOM 208

MEDFORD, OR 97501

or apply on-line at: www.jacksoncounty.org

DEFINITION:

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 Fair facilities and grounds. Maintain fiscal performance consistent with County and Fair Board expectations.

EXAMPLES OF PRINCIPLE DUTIES AND POSITION FUNCTIONS: *(Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)*

Direct 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 fairgrounds operating budget, for approval by the Fair Board and County Budget Committee, based on staffing and resource requirements, cost estimates, department objectives, and goals. Administers 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. Enhances revenue opportunities. Develops and recommends sponsorship programs and seeks sponsorships, rent commercial exhibit space and other non-commercial usage of Expo facilities, as appropriate to ensure total revenue objectives are met. Recommends changes or expansion of programs and activities that will keep the organization fiscally sound.

Provides managerial leadership and selects, supervises, and evaluates staff. Conducts performance evaluations and initiates and implements disciplinary actions as warranted. Resolves grievances and other sensitive personnel matters. Provides 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. Assists in the preparation and administration of the annual fair budget as requested by the Fair Board.

Develops, promotes, and administers a program for off-season use of the fairgrounds and facilities.

Provides planning, leadership, and direction and develops short and long-range planning to , 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 Fairgrounds facilities and grounds. Oversees 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. Responds 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 fairground facilities and services; solicits suggestions for improvements from users. Provide support to the Friends of the Fair Foundation.

Keeps Fair Board and Commissioners informed of the department's current state of operations and activities and participates in Fair Board meetings and decisions.

Performs other related duties as assigned.

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 fairgrounds 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 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.

EDUCATION AND EXPERIENCE:

Bachelor's degree in public or business administration or related field and five years of progressively responsible management experience in fairgrounds management, convention or exhibition

administration; or any equivalent combination of education and experience which would provide the applicant with the desired skills, knowledge, and ability required to perform the job.

LICENSES, CERTIFICATES, & OTHER REQUIREMENTS:

Valid Oregon State Driver's License.

WORKING CONDITIONS

Work is performed primarily in the office and on the fairgrounds. There may be exposure to varying weather conditions when working outside. Ability to work irregular hours, occasional long hours, some evenings and weekends. Ability to travel is required. Regular and consistent attendance is required.