

# CARBON COUNTY MONTANA

## JOB DESCRIPTION

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**POSITION:** Fairgrounds Manager

**DEPARTMENT:** Fair

**REPORTS TO:** Administrative Officer

- ☐ Full-Time (40 hours)    ☒ Part-Time Benefit Eligible (30-39 hours)    ☐ Part-Time (≤29 hours)  
☒ Permanent    ☐ Seasonal    ☐ Temporary    ☐ Grant-Funded    ☐ Short-Term  
☐ Exempt    ☒ Non-Exempt
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**PURPOSE OF THE JOB:** The Fairgrounds Manager directly reports to the Administrative Officer and 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 and volunteers, buildings, equipment and supplies, and coordinating, scheduling and overseeing all activities and events held at the fairgrounds. This includes booking all events, ticketing, overseeing setup and takedown for fair events, and publishing fair/event brochures and flyers.

### **ESSENTIAL FUNCTIONS:**

Develop, implement, and update bi-annually a strategic vision and plan for the long-term and success of the Carbon County Fairgrounds.

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.

Mandatory availability for large events on the Fairgrounds including the Renaissance Fair, Home of Champions July Rodeos, and Carbon County Youth Fair.

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 the fairgrounds according to the type of event and the number of attendees expected.

Determine needs for each event, including space, utilities, furniture and equipment. Ensure staff and volunteer coverage for event set up and take down. Trouble shoot issues related to events and ensure facilities are in good marketing condition. Provide coverage for and assistance to event usage as needed in an on-call status.

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Coordinate the preparation, implementation, and administration of the annual budget established by the Fair Board to ensure all events and operations at the fairgrounds are within budget. Monitor revenues and expenditures to assure sound fiscal control and prepare annual budget requests. Ensure effective and efficient use of budgeted funds, personnel, materials, facilities, and time. Ensure financial record keeping and accounting procedures are followed so that all records and documentation are available for internal and external auditing. Complete all budget and revenue reports monthly, quarterly, and annual expenditure reports. Works collaboratively with the County's Finance Director and provides monthly budget and revenue reports to the Board and the County Commissioners as required.

Follows all Carbon County fiscal procedures, turns in all revenues to the Carbon County Treasurer, and sends all claims to the Carbon County Finance for payment in a timely manner, meeting all deadlines as required.

Works collaboratively with the Human Resources Director to ensure qualified staffing for programs in compliance with employment regulations and law. This includes hiring, performance management and appraisal, training, overseeing fairgrounds staff, terminating employment, and conducting disciplinary grievance hearings. All personnel matters must be discussed with the Human Resources Director, County Commissioners, and the Fair Board before any terminations or other personnel actions are completed.

Follows all Carbon County and Fair policies and procedures.

Responsible for keeping the County Commissioners and Fair Board informed of any changes that may affect the operation of the County Fairgrounds or Fair.

Responsible for the public relations of the Fair . Performs a variety of public relations functions related to the County Fair, and other events sponsored by the Carbon County Fair Board or in cooperation with the Carbon County Extension Office to promote the activities held at the fairgrounds to the general public and the media. Work with superintendents, judges, and award committees and represent the Fair Board at meetings with the Chamber of Commerce, 4-H, Junior Livestock, and other groups. Answer questions from the public and media pertaining to the Fair and other events taking place at the Fairgrounds.

Responsible for the business operations including fiscal management. Ability to work effectively with County Commissioners, County Departments/agencies, Fair Board and Departments, various organizations, the general public, and those making application to use or provide services to the fairgrounds.

Must maintain a positive working relationship with the public. Responsible for community outreach and maintaining and obtaining sponsorships within the community. Responsible for general maintenance and grounds keeping operations to ensure safe, clean, and fully operational grounds and facilities. Inspect and maintain equipment, and supplies; perform or coordinate preventative maintenance, and upgrades on grounds, buildings, and structures.

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Make recommendations to the Fair Board and County Commissioners regarding fairgrounds matters such as budget, maintenance, future needs of the fairgrounds or operational concerns related to managing the grounds. Oversee, perform, or coordinate the publication of fair and event booklets, flyers, and other marketing materials according to established policies, including clerking the sale.

Responsible for maintaining Social Media accounts for the Carbon County Fairgrounds and the Carbon County Youth Fair.

Oversee and perform a variety of fee collection and associated budgetary duties such as ticketing, recording all fiduciary transactions, and maintaining accounting systems to ensure that fairgrounds are managed appropriately as a county asset enterprise operation and in accordance with County policies and applicable laws in cooperation with the Carbon County Finance Officer. Submit proof of expenditures for reimbursements. This also includes grant research, writing, and administration.

Coordinate facilities rentals, including event scheduling, contract administration, and preparation of rental bids. Provide tours of facilities and grounds and provide information and assistance to promote their use. Research and draft contracts and leases for submission to the Fair Board for review.

Ensure that appropriate staff and other support services are provided for events and activities held at the fairgrounds, scheduled board meetings, and meetings of the Fair Board; direct the preparation and mailing of agendas; ensure that minutes are prepared, maintained, and distributed to appropriate individuals and organizations. This includes coordinating with volunteers.

Perform a variety of administrative functions including but not limited to maintaining electronic databases, ensure liability insurance coverage, ensure security and safety of facilities, arrange for seasonal facilities preparation, maintain accurate rental records, maintenance and updates of facility records, maintain supplies inventory, greet clients, and answer phones.

### **OTHER DUTIES AND RESPONSIBILITIES:**

May perform secretary duties at Fair Board meetings, preparing agendas, correspondence for the Board, scribes meeting minutes, and is compliant with all meeting rules and/or guidelines.

Participate in grant writing and comply with all current grant guidelines, working collaboratively with the County's Finance Director.

Work with Commissioners, Disaster and Emergency Coordinator, Sheriff, Sanitarian, Fire Warden, and other County Staff to oversee response during disaster or emergency situations.

Other duties as assigned.

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### **KNOWLEDGE AND SKILLS:**

The job requires a minimum of two (2) years' experience or education or a combination of two (2) years experience and education in marketing, public relations and advertising, event planning and facilities use, maintenance and upkeep, and administrative and accounting background. Equivalencies include a high school diploma or GED with specialized coursework in accounting or bookkeeping and two (2) years supervisory experience.

The job requires freedom from illegal use of drugs and freedom from use and effects of drugs and alcohol in the workplace. Must pass a background check and pre-employment drug screening.

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 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 marketing and advertising, event planning and coordination; planning for improvements; accounting procedures, QuickBooks, Excel, and record keeping; computerized spreadsheets, word processing programs, desk top publishing, and data base management; and facilities and grounds maintenance principles and practices.

The job requires skill in problem-solving, consensus-building, utilizing judgment in reconciling various day-to-day problems/issues based on established policies and procedures, working with volunteers, conducting research for the Fair Board; and operation of tools and equipment involved in fairgrounds maintenance including skid steer, plow truck, forklift, tractor, and lawn and landscaping equipment.

The job requires the ability to plan, organize, direct, and coordinate the work of personnel and volunteers engaged in the operation of the Fair and other scheduled events/activities; to meet and communicate with the public and other governmental entities, business and community groups, both in written and verbal form; deal tactfully, convincingly, and effectively with members of the Fair Board, County Commissioners, Fairground' volunteers and regular employees, government officials, representatives of specific interest groups and the general public; exercise initiative and act with considerable independent judgment; effectively assemble, organize and present in written and/or oral form, reports containing alternative solutions and recommendations regarding Fair operations; administer lease agreements; work irregular hours including evenings and weekends with the ability to work a flexible schedule and overtime when needed to successfully perform the duties of the position.

### **FISCAL RESPONSIBILITY:**

Coordinate the preparation, implementation, and administration of the annual budget.

### **EXTENT OF PUBLIC CONTACT:**

Extensive contact with the public on a very regular basis.

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### WORKING CONDITIONS AND ENVIRONMENT:

#### Physical Activity:

Repetitive Motion: ☐ Never ☐ Occasionally ☒ Frequently ☐ Continually

(repeating movements of arms, hands and wrists)

Talking: ☐ Never ☐ Occasionally ☒ Frequently ☐ Continually

(express or exchange ideas verbally)

Hearing: ☐ Never ☐ Occasionally ☒ Frequently ☐ Continually

(perceive sound by ear)

Seeing: ☐ Never ☐ Occasionally ☒ Frequently ☐ Continually

(obtain impressions through the eye)

#### Activity Level:

☐ Sedentary

(occasionally lift/carry up to 10 pounds or push/pull small objects; sits most of the time; infrequent to occasional walking/standing)

☐ Light

(frequently lift/carry/push/pull up to 10 pounds and/or occasionally lift/carry/push/pull up to 20 pounds; frequent walking/standing or sitting most of the time while using arms/legs to push/pull)

☒ Medium

(occasionally lift/carry/push/pull 20-50 pounds and/or frequently lift/carry/push/pull 10-20 pounds and/or continuously lift/carry/push/pull 10-20 pounds; occasional to frequent walking/standing)

☐ Heavy

(occasionally lift/carry/push/pull 50-100 pounds and/or frequently lift/carry/push/pull 20-50 pounds and/or continuous lift/carry/push/pull 10-20 pounds; occasional to frequent walking/standing)

☐ Very Heavy

(occasionally lift/carry/push/pull 100+ pounds and/or frequently lift/carry/push/pull 50+ pounds and/or continuous lift/carry/push/pull of 20+ pounds; occasionally to frequent walking/standing)

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This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other duties upon the request of the supervisor or other governing entity.

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Employee Signature

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Supervisor Signature

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Date

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Date

### FOR OFFICE USE ONLY

JOB DESCRIPTION: ☐ APPROVED ☐ DENIED

# CARBON COUNTY MONTANA

## JOB DESCRIPTION



SALARY SCHEDULE: ☐ ADMIN ☐ CLERK ☐ DISPATCH ☐ NURSE ☐ ROAD ☐ SHERIFF

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Presiding Officer Signature

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Date

COMMENTS: