



Jefferson County, Oregon

An Invitation to apply

Fairgrounds Complex Manager

Up to \$60,907.89/year DOE with County benefits*

First Review April 12, 2022 (open until filled)

The Position

This position serves as the manager of the Fairgrounds Complex and plans, organizes, and directs events and operations of the grounds jointly with the appointed Jefferson County Fair Board. The manager is a liaison with the community and is actively involved in program and event development and marketing in line with the Fair Board's vision for the Complex. Provides a high level of customer service and community-oriented problem solving to provide daily planning, leadership and develops short and long range plans, goals and objectives for the fair. Requires a "hands on" person who can represent the Fair Complex as an effective leader.

supervisory concepts of hiring, assigning/delegating work, evaluating work performance and coaching.

Knowledge of agribusiness, operation of a County Fair and fair complex, computer usage, budgeting, finance, grant writing, event promotion, facility marketing, and employee supervision/training. Knowledge of pertinent local, state and federal laws and regulations related to Fair and Fair Complex operations, State and County legislative process, publicity and promotion, and knowledge of the entertainment industry as related to county fairs. Excellent customer service skills.

See attached job description for more information about responsibilities and requirements.

*Compensation & Benefits

- Up to \$5077.32 per month DOE
- Potential hiring bonus
- Potential relocation allowance
- Medical, Vision and Dental Coverage currently *at \$118/month for family coverage*
- Employer contribution to a VEBA (health care) account
- Vacation and sick leave
- 9 Holidays
- Optional Cellphone Allowance
- Oregon PERS Retirement (employee/employer contribution rates vary)
- The County is a qualifying employer for Public Service Loan Forgiveness (PSLF) Program



[The 2022 "Summer Nights & Carnival Lights" Jefferson County Fair is scheduled for July 20 - 23](#)

Minimum Qualifications

Bachelor's Degree in Management or Public Relations, or at least 3 years' experience working in a Fair or Fair Complex environment, event coordination, event promotion, facility marketing, or a combination of related experience. Experience in Fair operations, 4-H and an agricultural background is preferred. Or, a satisfactory combination of education and experience, as determined by the hiring authority, that demonstrates the ability to successfully perform the essential duties and responsibilities of this position. Some knowledge of

How to Apply

Visit Jeffco.net and click on Human Resources, Job Opportunities. The posting is open until filled with first come, first review on April 12, 2022.

The Community

Jefferson County (Pop. 24,889) is located in Central Oregon in a high desert climate east of Mount Jefferson and Mount Hood. According to Portland State University, Jefferson County was the fourth-fastest growing county in Oregon in 2020. Jefferson County's seven communities: Madras, Metolius, Culver, Warm Springs, Three Rivers, Camp Sherman and Crooked River Ranch are unique and share a common desire for a vibrant future. Jefferson County's largest city is Madras (Pop. 7,717) and serves as the county seat and gateway to Central Oregon's vast selection of outdoor recreational opportunities. Jefferson County's low-humidity climate offers over 300 days of sunshine and only receives 13 inches of precipitation per year. Although the climate is dry, Jefferson County is home to a vast variety of agricultural crops that thrive in dry sunny days and cool evenings.

The Cove Palisades State Park offers over 4,000 acres of surface area for boaters surrounded on both sides by massive basalt rim rock canyon walls. Located within 70



miles of Timberline, Mt. Hood Meadows, Hoodoo, and Mt. Bachelor ski resorts) and 30 different golf courses. The local area offers plenty of opportunities for hunting, hiking, fishing, camping and boating.

The community offers a hospital, library, community college branch campus, movie theater (5-plex), drag strip, circle track, skateboard park, 600-seat performing arts center and indoor aquatic center. Madras is located just 30 miles from Redmond which has a regional airport offering daily departures to Seattle, Portland, Denver, Salt Lake City, Phoenix, Los Angeles, and San Francisco. Only 40 miles to Bend, makes easy access to major shopping, specialized medical care and other amenities.



The County Organization

Jefferson County is a general law county governed by 3 part-time non-partisan Commissioners who each serve four-year terms. The County has an elected Assessor, Clerk, District Attorney, Sheriff and Treasurer. Other non-elected departments include: Finance, Public Health, Community Corrections/Juvenile Justice, Community Development, Buildings & Grounds, and Public Works. Appointed officials also include the County Administrative Officer and County Counsel. The fiscal year adopted budget for the County is \$77.5 million and there are approximately 130 FTEs.

Jefferson County is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply. If you are a Veteran and wish to request Veterans' preference credit, please indicate that in your cover letter, and complete and submit the Veterans' preference form posted on the website as instructed on the form.

Jefferson County

Position Description

Position: Fairgrounds Complex Manager	FLSA: Non-Exempt
Department: Jefferson County Fairgrounds Complex	Salary Grade: Grade 20/I (County Resident) or 19/H (non-County Resident)
Classification: Service Workers	Status: Full Time

Summary

This position serves as the manager of the Fairgrounds Complex and plans, organizes, and directs events and operations of the grounds jointly with the appointed Jefferson County Fair Board. The manager is a liaison with the community and is actively involved in program and event development in line with the Fair Board's vision for the Complex. The position supports positive public relations.

The manager is responsible for coordinating services and support functions for the Jefferson County Fair Board under ORS 565 and the Intergovernmental Agreement (IGA) between Fair Board and Jefferson County. The manager serves as advisor to the Fair Board and implements directives/decisions from the Fair Board unless in conflict with County policy or procedure. The position is supervised by the Director of Building and Grounds Department with oversight and direction from the Fair Board.

The position coordinates the daily operations of the Fairgrounds Complex, supervises and assigns work to the Maintenance Technician, other staff and volunteers. The managers is responsible for property management of the Fairgrounds buildings, and land which includes managing the repair, upkeep/maintenance of the facilities. This position is responsible for annual County Fair and various events throughout the year. Responsible for attaining maximum use of Fairgrounds Complex and carrying out other duties that may be assigned by the Fair Board. This position will also assist and support the other operational needs of the Buildings & Grounds Department as needed.

Distinguishing Characteristics

Requires an organized forward-thinking creative manager who will work with the Fair Board in coordinating and supervising operations, maintenance, marketing and events at the Fairgrounds Complex. Provides a high level of customer service and community oriented problem solving to provide daily planning, leadership and develops short and long range plans, goals and objectives for the fair. Requires a "hands on" person who can represent the Fair Complex as an effective leader.

Essential Duties and Responsibilities

Management/Event Coordination

- Plans, organizes, and directs events and operations of the grounds jointly with the Jefferson County Fair Board.
- Markets, negotiates, and contracts commercial exhibit space. Ensures all booked functions do not violate Fair Board or Jefferson County policy. Requires and confirms adequate security is available during events that require security.
- The position has direct purchasing authority up to \$3,000/per purchase.
- Prepares budget for Fair Board approval and administers annual budget; presents to budget committee; monitors monthly fiscal expenditures and revenues reports.
- Explores alternative funding sources and conducts fund raising activities. Actively seeks additional funding through donations and sponsorships. Researches, develops and recommends

grant applications.

- Develops plans and organizes annual County Fair in cooperation with the Fair Board, including bid and negotiation processes for carnival, vendors and other contract services.
- Maintains good communication and working relationships with supervisor and Fair Board members.
- Maintains process for scheduling events and meeting the needs of rental customers.
- Formulates, recommends and enforces rules and regulations for exhibitors, public, vendors, lessees and contractors who are using the fairgrounds or attending the Fair or other activities at the Fairgrounds Complex.
- Serves as host/greeter for large groups, rallies and others using the Fairgrounds.
- Maintains a high level of knowledge regarding decisions pertaining to the safety and security of the grounds and equipment for all events held at the Fairgrounds.

Fair Board Meetings

- In conjunction with the Fair Board Chair, develops agenda for and regularly attends Fair Board public meetings (usually evening meetings), develops and recommends goals, objectives and policies to the Fair Board and coordinates those Fair and fairground goals, objectives and policies set forth by the Fair Board.
- Ensures compliance with ORS Public Records and Meetings law when scheduling Fair Board meetings and archiving documents. Provides proper notice of meetings that comply with statute and availability on County websites.
- Coordinates the recording, transcription and distribution of the meeting minutes for the Fair Board.
- Keeps the Building & Grounds Director informed of current and upcoming Fair Board issues and assignments; and, debriefs Director after Fair Board meetings.

Operations/Supervision

- Trains all staff on the use of the electronic calendar system. This system will be used to respond to all scheduling questions and identify staff responsibilities related to events.
- Actively markets the Fair and Fairgrounds Complex through a variety of media (including social media) to ensure maximum use of facilities, including youth groups. Includes arranging for special attractions/events, space allocation for vendors/exhibits.
- Establishes and maintains involvement with the Oregon Fairs Association in some capacity so as to know what is going on statewide with County Fairs and to track any trends or circumstances that may affect the county fair and if necessary, attend annual Oregon Fairs Convention/Conferences.
- Maintains and updates fair complex website, including event calendar.
- Receives and records revenues and receipts for the Fair and department in compliance with County policy. Ensures internal controls are in place for receipt of cash.
- Processes accounts payable and deposits, and writes receipts within fiscal constraints.
- Attends a variety of civic and community group meetings representing the Fair Board.
- Oversees and/or assists in general room set-up and breakdown for events including tables, chairs, public address systems, and multimedia equipment.
- Oversees and/or performs general office duties including answering phones, collecting mail, and providing customer service for the Fairgrounds Complex and, as needed, the Buildings & Grounds Department.
- Regular attendance is an essential function of the position.
- Performs other duties as assigned that support the overall objectives of the position.

Qualifications

- **Knowledge and Skills**

Knowledge of agribusiness, operation of a County Fair and fair complex, computer usage, budgeting, finance, grant writing, event promotion, facility marketing, and employee

supervision/training. Knowledge of pertinent local, state and federal laws and regulations related to Fair and Fair Complex operations, State and County legislative process, publicity and promotion, and knowledge of the entertainment industry as related to county fairs. Excellent customer service skills.

▪ **Abilities**

Ability to organize, schedule and coordinate for completion of an identified goal. Ability to speak and write in a clear and concise manner. Ability to manage resources and collaborate with stakeholders, including Fair Board and supervisor. Basic working knowledge of computers, website editing/maintenance, and word processing/spreadsheet software and/or ability to learn. Ability to establish and maintain effective and harmonious working relationships with other employees, volunteers, elected officials, Fair Board members and the general public. Ability to work independently. Ability to work outside normal working hours, including weekends.

▪ **Physical Abilities**

Ability to work at a computer screen, sit, stand, walk, talk, bend, stoop, kneel and crawl for extended periods of time. Ability to lift, push or pull more than 50 lbs. Ability to use rapid finger, hand and arm movement. Performs general room set-up and breakdown for events including tables, chairs, public address systems, and multimedia equipment. Position requires post offer physical capacity test based on the job description.

▪ **Education and Experience**

Bachelor's Degree in Management or Public Relations, or at least 3 years' experience working in a Fair or Fair Complex environment, event coordination, event promotion, facility marketing, or a combination of related experience. Experience in Fair operations, 4-H and an agricultural background is preferred. Or, a satisfactory combination of education and experience, as determined by the hiring authority, that demonstrates the ability to successfully perform the essential duties and responsibilities of this position. Some knowledge of supervisory concepts of hiring, assigning/delegating work, evaluating work performance and coaching.

▪ **Licenses and Certificates**

A valid Oregon driver's license with an acceptable driving record. Ability to operate machinery is preferred.

▪ **Working Conditions**

Work is performed indoors and outdoors where some safety considerations exist from physical labor and handling of light-to-medium weight, yet awkward materials. Fair Board meetings are usually evening meetings requiring a flexible schedule on those days. Large events on weekends may require work on the weekends which may cause a shifting from a normal Monday to Friday workweek. During the Fair, position works 14-16 hours/day. Required to maintain Jefferson County residency as a condition of salary grade 20/I.

▪ **Probationary Requirement**

This position is based on the successful completion of a nine-month probationary period.

Modified on: March 23, 2022

Employee Signature

Date Signed

Supervisor Signature

Date Signed