

## **COUNTY FAIR OFFICE SUPERVISOR**

### **DEFINITION**

Under general direction, to assist the County Fair Manager with the coordination, operation, and planning of the Plumas County Fair; to maintain and compile Fair fiscal and other records; to be responsible for assigned areas of Fair operations and activities; to assist with Fair promotion and publicity; and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This class is for positions which provide general support in the coordination and administration of the Plumas County Fair, perform comprehensive administrative support assignments, and assist with Fair promotion and publicity.

### **REPORTS TO**

County Fair Manager.

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

May provide some lead direction for part-time and seasonal staff.

## **COUNTY FAIR OFFICE SUPERVISOR - 2**

### **EXAMPLES OF DUTIES**

- Assists the Fair Manager with general planning and organization.
- Researches and compiles statistical data for the Plumas County Fair budget request.
- Prepares expense reports, petty cash records, accounts payable, accounts receivable, payroll sheets, and time cards.
- Prepares requests for proposal and bid packages.
- Collects fees for facility use, exhibit space, equipment rental, unit storage, and applicable insurance fees.
- Supervises ticket sales and prepares reports.
- Maintains records for persons assigned to community service at the Fairgrounds.
- Composes and prepares Premium Books, securing sponsors for special prizes and contests.
- Pays and audits Fair Premiums.
- Secures and assigns space to commercial exhibitors.
- Oversees acceptance of entries and exhibits.
- Secures and contracts with judges for Fair contests.
- Schedules building use, equipment rental, and all events on the Fairgrounds.
- Works with interim users regarding facility set-up and facility needs.
- Maintains and updates calendar of events and meetings.
- Coordinates activities with other County departments and outside agencies.
- Composes correspondence.
- Prepares reports and documents.
- Prepares agenda packets for Fair Board meetings.
- May attend meetings, takes notes, and prepares minutes.
- Serves as Treasurer for the Fair Board.
- Secures, trains, and oversees temporary and seasonal staff.
- Assists with coordination of general publicity and media efforts.
- Assists with preparation and distribution of publicity material.

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

### **TYPICAL WORKING CONDITIONS**

Work is performed both in office and outdoor environments; some exposure to dirt and dust; some working around moving vehicles; continuous contact with staff and the public.

## COUNTY FAIR OFFICE SUPERVISOR - 3

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- General business practices and methods.
- Contracting methods and procedures.
- Practices, methods, and procedures of fiscal recordkeeping.
- Personal computer use and business applications.
- General knowledge of County Fair programs and activities.
- Publicity and sales promotion methods.
- Hiring, training, and coordinating the work of others.

#### **Ability to:**

- Organize, coordinate, and accomplish a variety of business support functions.
- Assist with budget development and administration.
- Maintain a variety of fiscal records.
- Read, learn, and interpret applicable laws and regulations regarding Fair operations in California.
- Hire, train, and coordinates the work of other staff.
- Assist with development and implementation of County Fair publicity and promotion.
- Prepare and maintain clear, concise records and reports.
- Effectively represent the County Fair with the public, community organizations, and other government agencies.
- Establish and maintain cooperative working relationships.

**Training and Experience:** Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Two years of experience in performing and coordinating a variety of business service and support functions in an organization. Previous work experience shall have included public contact responsibilities. One year of the experience must have been in financial and fiscal recordkeeping. Previous experience with a fair or exposition is highly desirable.

**Special Requirements:** Possession of an appropriate California Driver's License issued by the California Department of Motor Vehicles.