SUMMARY OF POSITION:

Manages daily operations of the County Fairgrounds and racetrack. Establishes and implements operating policies and procedures and licensing documents for on-site events. Promotes and markets the facility, coordinates and schedules events and negotiates use licenses.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Researches, prepares and submits for approval a pricing schedule for the fairgrounds facilities to be used for hosting events.
- Negotiates and submits for approval all contracts for use of the fairgrounds.
- Oversees events for compliance with applicable local, state and federal regulations to protect the health, safety and welfare of sponsors, participants and patrons.
- Prepares, submits, and on approval, administers an annual budget which covers revenue, personnel, operations and capital needs.
- Schedules licensed events, maintains a weekly and annual calendars and keeps the website current. Provides updates to the Board of County Commissioners and County Administrator.
- Identifies and obtains permits and licenses necessary for legal operation of the facility.
- Supervises personnel and the facility in accordance with county policies, procedures and applicable laws including: training in job skills; planning; assigning and directing work; appraising performance; addressing complaints and resolving problems.
- Maintains facility by ensuring good operational order and identifies and corrects safety concerns.
- Writes and monitors use agreements with users and works with them to solve problems, handle requests and resolve conflicts.
- Provide users with the Minimum Operating Standards for the Montezuma County Fairgrounds with each Use Agreement. Answer any questions with the standards.
- Promote the fairgrounds in the media and with the public and promotes the understanding of issues related to fairgrounds operation.
- Develops a master plan for the facility and makes recommendations for needed improvements.
- Communicates consistently with the County Administrator to keep him/her informed on important issues and progress toward objectives and to maintain support and approval.
- Performs other related duties as required.

Knowledge of and/or Ability to:

- Develop a promotional and marketing plan for the facility.
- Principals, practices and procedures in park or facility maintenance, operations and development.
- Practices and principals of contract administration, business administration and general
Education/Experience:
Four years of progressively responsible related experience, or any combination of education, training and experience which provides the required knowledge, skills and abilities required for the job. Promotional and marketing skills and experience desired.

License: Must possess and maintain a driver’s license and a first aid/ CPR card.

Technical Skills:
Excellent public relations skills. Ability to develop project cost estimates. Ability to plan and coordinate projects. Good understanding of budgets. Ability to evaluate and purchase products. Ability to manage and supervise people.

Work Environment:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
Work performed in both an office environment and outdoors with exposure to weather conditions, heat, cold, dirt, water, noise, and construction hazards.

Physical Demands:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
The employee is frequently required to lift up to fifty pounds and occasionally required to exert up to 100 pounds of force. The employee is routinely required to work with the hand or hands in handling, seizing, holding and grasping motions and the fingers in fingering, picking and pinching actions. Employee is frequently required to operate fairgrounds equipment including, but not limited to, power tools, tractors and water truck.
While performing the essential functions of this job, the employee is extensively exposed to outdoor weather conditions. The working conditions range from moderately quiet to loud.
USE OF THIS JOB DESCRIPTION

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT BETWEEN THE COUNTY AND THE INCUMBENT IN THE POSITION.

Nothing in this position description restricts Montezuma County’s ability to assign, reassign or eliminate duties and responsibilities of this job at any time. The description reflects Montezuma County’s assignment of essential functions. It does not prescribe or restrict the tasks that may be assigned. Critical features of this job have been described. Those features may change at any time due to reasonable accommodation, as the needs of the County change or other reasons deemed appropriate by the County.

I have received job description Fairgrounds Manager dated 04/25/2014. I understand that I am to become familiar with its contents.

____________________________
Signature of Employee

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Name of Employee

____________________________
Date