



EMPLOYMENT OPPORTUNITY

FAIR MANAGER

SALARY AND BENEFITS

\$5,615.00 - \$6,782.00 per month, plus benefits package

FILING DEADLINE

Open until filled. **Review Date: December 2, 2024**

DUTIES AND RESPONSIBILITIES

Under direction of the County Board of Supervisors and under administrative supervision from the County Administrative Officer, the Fair Manager plans, organizes, implements and administers the development and utilization of fairground facilities and plans and executes events which provide the public with a variety of entertainment, social, educational and cultural activities. The major duties of the job include:

- Market fairground facilities and the community to producers of exhibits, conventions and other events; develop and implement programs to attract and retain corporate sponsorships.
- Meet with and speak before community groups to promote the fairground; develop and approve the release of information relating to fairground operations to the news media and the community.
- Direct the final selection, placement, orientation, training and evaluation of personnel in the department in accordance with established laws, rules, policies and procedures.
- Direct the preparation and administration of the departmental budget; monitor fund expenditures; direct the maintenance of proper accounts and records in accordance with federal, state and local requirements.
- Make recommendations regarding fees, rules and regulations for exhibitors and the public; review effectiveness of programs and initiate changes where appropriate; formulate, interpret and revise policies, procedures and regulations.
- Prepare reports and correspondence as needed and directed.
- Direct the maintenance, repair, alteration and upgrade of fairground facilities; develop facilities improvement program and the planning, design and scheduling of construction for new fairground facilities.
- Ensure the continuing conformance with requirements of law enforcement and regulatory agencies, including but not limited to the State Division of Fairs and Expositions.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Education: Equivalent to a Bachelor's degree from an accredited college or university with major course work in marketing, business administration, public administration or a related field.

Experience: Five years of experience in the management of a fair, festival, theme park, exposition or similar operation catering to the general public.

License: Possession of a valid driver's license is required at the time of appointment and for the continued employment in this classification.

SELECTION PROCESS

Application materials will be reviewed, and the best-qualified applicants will be invited to Susanville to participate in interviews.

HOW TO APPLY

It is your responsibility to provide specific, accurate and complete information describing how you meet the minimum qualifications. Qualified applicants are invited to submit an official Lassen County application to:

Lassen County Personnel Department
221 South Roop Street
Susanville, California 96130

(530) 251 -8320

Updated: September 30, 2024

GENERAL INFORMATION

Lassen County is an equal opportunity employer hiring employment eligible applicants.

Disabled applicants who require special testing arrangements should contact the Personnel Department prior to the filing deadline.

In accordance with the Immigration Reform and Control Act, applicants must provide acceptable proof of identity or authorization to work in the United States.

A thorough background investigation will be conducted post-conditional-offer of employment. The investigation may include reference checks, fingerprinting, credit check, driver history and inquiry to local, state and federal files to obtain criminal history information.

All applicants who meet the minimum qualifications are *not* guaranteed advancement through any subsequent phase of the selection process.

Selection processes may include, but are not limited to, one or more of the following: application review, competitive screening, written examination, performance examination, and/or oral examination.

This bulletin is solely for the purpose of announcing a job opening. It does not constitute a contract, expressed or implied, and any provisions contained herein may be modified or revised without notice.

