



Jefferson County, Oregon

An Invitation to apply
Fair Event Coordinator
\$35,318 to \$45,739 per year
First Review February 25, 2016 (open until filled)



The Community

Jefferson County (Pop. 22,445) is located in central Oregon in a high desert climate east of Mount Jefferson and Mount Hood. 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. 6,265) 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.

Abundance of outdoor recreation. 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 four ski resorts (Timberline, Mt. Hood Meadows, Hoodoo, and Mt. Bachelor) 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 facility, and indoor aquatic center. Madras is located just 30 miles from Redmond which has a regional airport that offers daily departures to Seattle, Portland, Denver, Salt Lake City, Los Angeles, and San Francisco. Only 40 miles to the city of Bend makes it easy access to major shopping, specialized medical care and other amenities.

The County Organization

Jefferson County is a general law county that is governed by three part-time County Commissioners who each serve four-year terms. The commissioners are non-partisan. The County has an elected Assessor, Clerk, District Attorney, Sheriff, Surveyor and Treasurer. Other non-elected major departments (appointed department directors) include: Finance, Public Health, Juvenile Justice, Community Development, Public Works, and Adult Probation. Other appointed officials include the County Administrative Officer and County Counsel. The 2015 adopted budget for the County is \$46 million and there are approximately 135 FTEs.



The Jefferson County Fair Board is appointed by the Board of County Commissioners. The Fair Board is made up of 5-7 residents of Jefferson County. Oregon State law (ORS 565) gives operational jurisdiction directly to the Fair Board for the fair grounds and annual county fair. The Fair Board and County Commissioners have an Intergovernmental Agreement requiring all employees who work at the fair complex be county employees as opposed to Fair Board employees.

The Position (summary, see job descriptions for detailed requirements)

The position of Events Coordinator is a new position. The current Fair Coordinator is leaving after 9 years of service. The incumbent has left the organization with a cash reserve by focusing on fiscal constraints going into and coming out of the "great recession."

The Board of Commissioners and Fair Board have modified this position in order to bring it completely within the Buildings & Grounds Department. This position is a union position and is not exempt from overtime.



The position will coordinate the daily operation of the fair complex, supervise assigned staff and volunteers. This position is responsible for the annual County Fair and various events throughout the year; responsible for attaining maximum use of fair complex; requires a “hands on” person who can represent the Fair Complex as an effective leader.

The ideal candidate is someone with a history of organized creative thinking in coordinating operations, maintenance, marketing and events with a high level of customer service and community oriented problem solving.

Challenges/Opportunities:

- The Fair Complex is a community asset that includes more than 50 acres in the city limits just south of downtown Madras. The property has 15 buildings and barns. The challenge is the supply of local community meeting rooms has expanded in the last 10 years putting the fair complex at a competitive disadvantage with aging facilities. Working with the Fair Board to determine the “right price” for rental charges is an immediate challenge.
- The annual county fair went to a free admission format three years ago. While attendance and net revenue is up, the challenge is to provide the entertainment value to draw customers into multiple-day visits.
- The fair complex offers a year-round covered equestrian facility, but is aging and will need upgrades in the short term.
- The position must balance receiving assignments and goals from an appointed (volunteer) Fair Board within the framework of the county purchasing/contract rules and keeping the Buildings & Grounds Director informed of their prioritization of workload demands.
- Strong community connections are needed to be successful at obtaining the needed donations/sponsorship of annual fair events. The ability to cultivate relationships in order to be successful in soliciting and receiving private donations is paramount.

Education and Experience

College degree in Management or Public Relations, or three 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.

Compensation & Benefits

- \$35,318 to \$45,739 per year DOQ and if employee is a county resident (one extra pay grade)
- Medical, Vision and Dental Coverage and an employer contribution to a VEBA (health care) account
- Vacation
- Sick Leave
- 11 Holidays
- Optional Cellphone Allowance
- Oregon PERS Retirement (employer currently pays the 6%)
- 457 Deferred Comp Plan Available

How to Apply

For further information, visit www.co.jefferson.or.us and click on Human Resources, Job Opportunities.

The Process (subject to change)

The hiring authority’s first review will be on February 25, 2016. The position will remain open until filled. The tentative date for interviews is March 7, 2016.

Jefferson County’s Mountain View Scenic Bikeway
[youtube.com/watch?v=tPMvnzvP4T0](https://www.youtube.com/watch?v=tPMvnzvP4T0)
 Grant’s Getaway Tour of Metolius River
[youtube.com/watch?v=ymb8ZtcBZ-w](https://www.youtube.com/watch?v=ymb8ZtcBZ-w)
 Grant’s Getaway Tour of Lake Billy Chinook
[youtube.com/watch?v=qSG2yXdDOLk](https://www.youtube.com/watch?v=qSG2yXdDOLk)
 Erickson Air Museum
[youtube.com/watch?v=53HsXHDhafU](https://www.youtube.com/watch?v=53HsXHDhafU)

Jefferson County

Position Description

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

Summary

An employee of Jefferson County, this position is under the direct supervision of the Buildings & Grounds Director. 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. Serves as liaison between Fair Board and Buildings & Grounds Department. Coordinate the daily operation of the fair complex, supervise assigned staff and volunteers. This position is responsible for annual County Fair and various events throughout the year. Responsible for attaining maximum use of fair 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.

Distinguishing Characteristics

Requires an organized creative thinker who will work with the Fair Board in coordinating operations, maintenance, marketing and events at the Fair Complex within the structure of the Buildings & Grounds Department's leadership. 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 and Buildings & Grounds Department as an effective leader.

Essential Duties and Responsibilities

- In conjunction with the Fair Board Chair and Buildings & Grounds Director, develops agenda for and regularly attends Fair Board 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.
- Ensure compliance with ORS Public Records and Meetings law when scheduling Fair Board meetings and archiving documents. Provide proper notice of meetings that comply with statute and all interested parties.
- Keeps the Building & Grounds Director informed of current and upcoming Fair Board issues and assignments; and, debriefs Director after Fair Board meetings.
- 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 relationship with supervisor and Fair board members. Maintain a process for scheduling events and meeting the needs of rental customers.
- Train 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.
- Formulates and enforces rules and regulations for exhibitors, public, vendors, lessees and contractors who are using the fair grounds or attending the Fair or other activities at the fair complex.
- Markets, negotiates, and contracts commercial exhibit space. Ensure that all booked functions do not violate Fair Board or Jefferson County policy. Require and confirm that adequate

security is available during events that require security.

- Serve as host/greeter for large groups, rallies and others using the Fairgrounds.
- Maintain a high level of knowledge regarding decisions pertaining to the safety and security of the grounds for all events held at the Fairgrounds.
- Conducts fund raising activities. Actively seeks additional funding through donations and sponsorships. Research, develop and recommend grant applications to foster the goals, policies and objectives of the Fair Board and Fair Complex.
- Actively market the fair and fair 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.
- Prepares and submits required reports. Become involved 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.
- Receive and record revenues and receipts for the Fair and department in compliance with county policy.
- Maintains an accurate inventory of equipment, materials and supplies assigned to the fair.
- Processes accounts payable and deposits, and writes receipts within fiscal constraints.
- Assist Fair Board in preparation of annual budget.
- Attend Fair Board public meetings. Coordinate the recording, transcription and distribution of the meeting minutes for the Fair Board.
- Regular attendance at a variety of civic and community group meetings representing the Fair Board.
- Review and monitor expenditures for compliance with approved budget.
- Assists in general room set-up and breakdown for events including tables, chairs, public address systems, and multimedia equipment.
- Performs general office duties including answering phone, collecting mail, and providing customer service for the fair complex and Buildings & Grounds Department.
- Regular attendance is an essential function of the position.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

▪ Knowledge and Skills

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

▪ **Education and Experience**

College degree in Management or Public Relations, or 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.

▪ **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. 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: February, 2016

Employee Signature

Date Signed

Supervisor Signature

Date Signed