

WALLA WALLA COUNTY

P.O. Box 1506 □ Walla Walla, Washington 99362
Phone: (509) 524-2600 □ Fax: (509) 524-2603

EMPLOYMENT OPPORTUNITY

Fairgrounds

Position: Fairgrounds Manager
Salary Range: \$59,231 to \$87,105/yr. DOE/DOQ
Location: Fairgrounds
Employment Type: FTE, FLSA Exempt, Benefits Apply, Employment Agreement

Close: Open until filled **First Review:** November 16, 2020

Brief Duties and Responsibilities: Under the supervision of the Board of County Commissioners the Fairgrounds Manager plans, organizes and manages the day-to-day operations of the Walla Walla County Fairgrounds, and oversees and manages all aspects of the Walla Walla Fair and Frontier Days in consultation with the Board of Directors of the Walla Walla Fair and Frontier Days. Working hours are not confined to a designed schedule but shall be determined by the time required to manage properly the maintenance and operation of the fairgrounds and all activities thereon. The Fairgrounds Manager ensures the enforcement and implementation of all policies and procedures as set forth by the Walla Walla County Board of Commissioners. See the job description for the complete list of essential functions.

Working Conditions: Typical work is performed in an office setting but may include work outdoors from time-to-time; requires sitting and standing for extended periods, walking over rough and uneven surfaces, bending, reaching overhead, lifting up to fifty (50) pounds and driving small motorized equipment; outside work in various weather and in barnyard environment. May be exposed to dust, dirt, and pollen. Occasional out-of-county and/or out-of-state travel required. During the Fair, must be able to work nights and weekends.

Minimum Qualifications: Bachelor's degree in public or business administration, marketing, hospitality, or closely related field and three (3) years of progressively responsible experience with supervisory responsibilities. Applicant must possess excellent marketing and public relations skills. Experience in the fair industry is preferred.

Application: County application, resume and cover letter required. For the job description and to apply online visit our website at www.co.walla-walla.wa.us Mailing address: Human Resources/Risk Manager, PO Box 1506, Walla Walla, WA 99362, fax (509)524-2603, call (509)524-2600 or email hr@co.walla-walla.wa.us

SELECTION IS BASED ON QUALIFICATIONS, BACKGROUND CHECK, DRIVING RECORD CHECK, AND ORAL INTERVIEW.

EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER / ADA COMPLIANT