

## **Job Announcement**

### **Fair Manager- Jerome County Fair & Rodeo**

**Location: Jerome, Idaho**

**Salary: Open DOE/DOQ plus benefits package & bonus incentives.**

Do you thrive in a dynamic role organizing and coordinating events that bring communities together? Located in the heart of Southern Idaho, the community of Jerome is a dynamic and growing community. As the community grows, so do the needs for its residents and businesses to enjoy increasing opportunities for recreation and entertainment. The Jerome County Fair just completed its 100<sup>th</sup> year of operation and is looking for the right person to lead the way into the next 100 years.

The Jerome County Fair is perfectly located to grow in all ways including (growing the rodeo, adding other outdoor events, concerts, farmers market, working with and creating partnerships with local organizations to expand opportunities in our community. Consider coming to our town and managing an organization ready for you to apply your unique skill set, creative ideas and strong leadership skills.

The position of Fair Manager for the Jerome County Fair is an administrative and management position responsible to an appointed seven-member Board of Directors. The Jerome County Fair Manager is responsible for a full range of services, as well as the management of facilities. The Jerome County Fairgrounds serves a population of over 25,000 residents in a rural area approximately 12 miles from the area's primary service center of Twin Falls. Jerome County Fair serves the communities of Jerome, Eden, & Hazelton and their surrounding residents.

About Jerome County Fair: [www.jeromecountyfair.com/about/](http://www.jeromecountyfair.com/about/)

For a complete job description and how to apply please email: [fun@jeromecountyfair.com](mailto:fun@jeromecountyfair.com) and one will be emailed to you.

Closing Date: November 10, 2020 @ 5:00 PM

# **JOB DESCRIPTION**

## **Fair Manager**

### **General Statement of Duties:**

The position of Fair Manager for the Jerome County Fair is an administrative and management position responsible to an appointed seven-member Board of Directors. The Jerome County Fair is responsible for a full range of services, as well as the management of facilities. The Jerome County Fairgrounds serves a population of over 25,000 residents in a rural area approximately 12 miles from the area's primary service center of Twin Falls.

According to the policies and procedures established by the Jerome County Fair Board, the Fair Manager will be responsible for the overall administration and supervision of the fairgrounds operations and personnel. The overall administration shall include long range planning, budget development and management, facilities development and maintenance, working to obtain sponsorship as well as planning, execution of and supervision of the annual county fair.

The Jerome County Fair is looking for a dynamic, visionary, and qualified individual to lead the organization into the future. Jerome County is a growing county with consistent growth in industry and population but still rooted in its agricultural heritage.

### **Specific Duties and Responsibilities:**

1. Supervise a professional staff of full-time and part-time personnel.
2. Assist in development and implementation of policies and administrative procedures for operations.
3. Interpret and implement the general philosophy and objectives of the Board.
4. Promote the development of a broad and diversified use of facilities consistent with the needs of the residents of the county. Including the ability to assess current facility standards and needs as well as the ability to look at opportunities to improve and expand infrastructure.
5. Direct and coordinate the planning, acquisition, design, construction and/or renovation of facilities.
6. Establish and maintain cooperative relationships with the local public agencies, private entities, and private organizations.
7. Interview, hire, and evaluate all classified personnel. Be knowledgeable of personnel laws and procedures.
8. Prepare annual reports, audit information, and operation manuals as necessary.
9. Prepare an annual operating budget for review by the Fair Board, the public and adoption by the Board of County Commissioners.
10. Promote and conduct in-service and other professional training programs for staff and Board as well as seek opportunities for individual development.
11. Coordinate and execute a robust sponsorship acquisition strategy.
12. Be knowledgeable of grant application processes or alternative funding to support Fair operations.
13. Serve as the primary risk manager for the Fair.

14. Abide by all open meeting laws.
15. Be familiar with the monthly budget report. This position is the primary provider of financial information to the Board.
16. Confer with state, county and city governments on policy matters as needed.
17. Represent the department on community committees and speak publicly when necessary to provide information.
18. Oversee and execute an effective marketing strategy.
19. Oversee all operations of the annual County Fair.
20. Perform other related duties as required and/or requested by the Jerome County Fair Board.
21. Resolve problems with patrons, vendors and contractors.
22. Have the ability to meet deadlines and effectively multi-task to achieve various objectives.

## **Required Qualifications:**

- ◆ 5-10 years of experience at the supervisory or management level of a public agency, has managed public facilities, managed staff, & managed public events. (Equivalent experience will be considered in areas such as public finance, personnel management laws, public contract/competitive bidding laws & general knowledge of public contract law.)
- ◆ Experience in the operation of computers and word processing software, i.e. Microsoft Word, Microsoft Excel, Google Docs etc. Familiarity with accounting software (QuickBooks).
- ◆ Experience in fundraising & marketing using various strategies.
- ◆ 5-10 years of experience in conducting public or private events.
- ◆ Experience in working with multiple agencies such as but not limited to, county government, city government, other tax authorities and others
- ◆ Proven experience in developing relationships and working with and sponsors, vendors and others
- ◆ Exhibit a professional attitude committed to quality services
- ◆ Be able to develop and follow a complex budget funded by multiple sources
- ◆ Be able and willing to work flexible hours (nights, weekends, holidays)
- ◆ Ability to obtain an Idaho Driver's License within 90 days.

## **Desired Qualifications:**

- ◆ Possess a bachelor's degree from an accredited college or university with an emphasis in public administration or related field.
- ◆ Experience in formulating and managing a budget
- ◆ Experience with grant applications and writing

**Salary Range:** OPEN plus a defined bonus structure (DOE and DOQ).

**Included benefits:** health, dental, & PERSI retirement. Full details of benefit package can be made available upon request of the applicant.

This position is classified as "Exempt Full-time". Jerome County is an equal opportunity employer.

Applicants should include the following:

1. Current Resume with references
2. Supplemental Letter outlining qualifications & related experience
3. All applicants can send information to [fun@jeromecountyfair.com](mailto:fun@jeromecountyfair.com) or mail to Jerome County Fair 215 North Fir Jerome, ID 83338.
4. Closing date: November 10, 2020 at 5:00 PM