



**SPOKANE COUNTY**  
invites applications for the position of:

## **Fair and Exposition Center Director**

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<b>SALARY:</b>	\$34.09 - \$45.99 Hourly \$5,538.96 - \$7,474.08 Monthly \$66,467.52 - \$89,688.96 Annually
<b>OPENING DATE:</b>	02/22/19
<b>CLOSING DATE:</b>	Continuous
<b>DEPARTMENT:</b>	Fair and Expo

### **JOB SUMMARY:**

**NOTE:** RECRUITMENT IS "OPEN UNTIL FILLED". HOWEVER, FIRST REVIEW OF APPLICATIONS WILL OCCUR ON MARCH 11, 2019.

**TOTAL COMPENSATION: \$85,078.42- \$114,801.86 annually.** Total compensation is an **estimate** based upon base compensation, median retirement fund contributions, and current employer-paid health and related benefit contribution rates (including medical, dental, life insurance, long term disability, and leave). The actual total will vary depending upon each employee's enrollment choices.

Responsible for the overall planning, implementing, coordinating and managing of year-round services, staff and operations of the Fair and Exposition Center.

### **EXAMPLES OF DUTIES:**

Performs administrative, management and supervisory work in directing the activities and staff of the Fair and Exposition Center, including: planning, directing and managing resources, creating, implementing and monitoring budgets, developing long and short-range plans, and making policy and resource allocation determinations for the approval of the Board of County Commissioners.

Directs, prioritizes, supervises, motivates and evaluates professional, technical and support staff including: recruiting and selecting staff, assigning, reviewing and monitoring work, advancing employee engagement and development, ensuring training, resolving staff conflicts, approving leave, conducting performance reviews and evaluations. Determines discipline, as appropriate.

Collaborates and interacts with various department heads, local and state officials, community based organizations and groups, businesses, promoters, vendors, schools and the general public to explain department goals, priorities and projects and to resolve sensitive and technical issues. Participates in public forums; gives public presentations; and provides media information.

Monitors fiscal operations of the department and authorizes expenditures; directs funding and grant operations; develops, establishes and implements budgets; reviews and monitor subcontract budgets; approves contract terms and conditions and payment to contractors and consultants; and ensures financial activity reports are provided as required. Develops and/or modifies Requests for Proposals and negotiates contracts for numerous professional services, including but not limited to: food service, concessions and catering, ticketing, security, ATMs, parking, carnival, entertainment, advertising sponsorships, etc.

Develops general programs and strategies to accomplish the plans and objectives established by the CEO and/or Board of County Commissioners (BoCC); formulates, develops and adjusts programs, strategies and operating policies and procedures and maintains a system of quality.

Organizes and evaluates department workload and makes resource allocation recommendations to the CEO regarding staffing, technical, physical and equipment resource needs, or use of consultants or contractors.

Coordinates all activities associated with the production of the annual County Fair, working closely with the Spokane County Fair and Exposition Center Advisory Board to incorporate goals and objectives of the Board; coordinates the budget development, promotion, selection of participants, concessionaires and exhibitors, preparation of the facilities and oversees any construction or repair projects necessary for any event

Develops short and long-range plans, goals and objectives, in conjunction with the CEO and Fair and Exposition Center Advisory Board; reviews and recommends updates to the annual, five year and comprehensive plans; recommends acquisitions or extensions of department services. Analyzes and recommends improvements to existing facilities, equipment and operating systems of assigned activities; analyzes trends and operations for quality and efficiency of service.

Understands and keeps up-to-date on local, national, and international policies and trends that affect the organization and shape stakeholders' views; is aware of the organization's impact on the external environment.

Takes a long-term view and builds a shared vision with others; acts as a catalyst for organization change. Influences others to translate vision into action. Formulates strategic

objectives and priorities, and implements plans consistent with the long-term interest of the organization, capitalizes on opportunities and manages risks.

Manages effective relationships with labor unions through labor/management meetings to foster an environment of collaboration. Directs collective bargaining activities.

Works an extended schedule, including weekends and evenings according to event schedules as needed.

Performs other related duties as assigned.

### **MINIMUM REQUIREMENTS:**

**TRAINING AND EXPERIENCE:** Bachelor's degree in public or business administration, or related field AND five years of administrative experience in facility management, conventions, expositions, or closely related business management field, including fiscal and supervisory responsibilities; OR an equivalent combination of education and/or experience which provides the required skills, knowledge and abilities necessary to perform the work.

**LICENSE:** Valid driver's license.

### **SELECTION FACTORS:**

Knowledge of:

- generally accepted accounting and finance principles and standards;
- management and supervisory principles and practices;
- principles and practices of governmental fiscal management, including budget preparation, expenditure control, time keeping, purchasing, grant writing, and record keeping;
- the principles, practices and techniques of program planning, contract negotiations and administrations, building and grounds maintenance;
- public safety, health regulations, crowd control, building codes, laws and requirements;

Ability to:

- develop, implement and administer an effective year-round Fair and Exposition Center program;
- develop, implement and control a balanced budget for the Spokane County Fair and Exposition Center;
- gather, analyze, and evaluate a variety of data including financial information;

- understand and apply federal, state and local laws, rules and regulations governing program operations;
- hire, train, direct, motivate and evaluate the work of assigned staff;
- apply judgment and discretion in resolving problems and interpreting policies and procedures;
- develop and maintain effective working relationships with the Fair Board, Board of County Commissioners, staff, and the general public;
- communicate effectively, both orally and in writing, and to make effective presentations to the Spokane County Fair and Exposition Center Advisory Board, and upon request, to the Board of County Commissioners;
- establish and maintain accurate records of assigned activities and operations.

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APPLICATIONS MUST BE FILED ONLINE AT:  
<http://www.spokanecounty.org/employment>

Position #19-00081  
FAIR AND EXPOSITION CENTER DIRECTOR  
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