

M I N U T E S

Washington County Fair Board

Minutes of a special meeting of the Washington County Fair Board, held November 22, 1985, beginning at 12:17 p.m.

ATTENDANCE

Fair Board

Lloyd Baron  
Jeanne Leeson  
John Meek  
Homer Speer  
Margaret Sprecher

Staff

Jamie Hammack

CARNIVAL CONTRACTS

The board reviewed two proposals submitted by Funtastic Shows and Davis Amusement Co. The group looked at a number of issues including, number of actual rides, liability insurance provided, percentage of youth hired, reference letters, show quality, employee uniform and conduct, and financial return to the fairgrounds. The main issues discussed were show quality and contract negotiations.

It was suggested the contract be reviewed by county counsel.

MOTION: MOVED BY HOMER SPEER, SECONDED BY JEANNE LEESON, TO INSTRUCT THE FAIR BOARD CHAIRMAN TO NEGOTIATE A CONTRACT WITH FUNTASTIC SHOWS FOR THE 1986 FAIR, BASED ON RESPONSE TO REQUEST, OBSERVATIONS BY BOARD MEMBERS, GIVEN SHOW RESOURCES HAVE CAPABILITY TO GROW WITH OUR CIRCUMSTANCE, AND BASED UPON COMPLETION OF A SATISFACTORY AGREEMENT. MOTION CARRIED.

It was suggested Sprecher write a letter to Davis Amusement thanking them for past service to the fairgrounds and offering a letter of recommendation.

Meeting adjourned 1:00 p.m.

Respectfully submitted,

Jamie Hammack, Secretary

A G E N D A  
Washington County Fair Board  
Special Meeting  
7:30 p.m., Wednesday, November 20, 1985

1. Call to Order.
2. Job Description.
3. Executive Profile:
  - A. Public Comment.
  - B. Adoption of Profile.
4. Salary Range.

## FAIRGROUNDS DIRECTOR

### GENERAL STATEMENT OF DUTIES:

Directs and coordinates the operations of the county fairgrounds; manages the organization and preparation of the annual fair; promotes off-season usage of fairground facilities; implements the master plan; prepares operating and capital improvement budgets; provides public information; does related work as required.

### SUPERVISION RECEIVED:

Works under the direction of the Washington County Fair Board.

### SUPERVISION EXERCISED:

Supervises a small full-time staff, a larger staff of temporary employees hired during the annual fair and special events, part-time clerical employees, and many volunteers.

### EXAMPLES OF PRINCIPAL DUTIES:

1. Is responsible for the preparations for and operations of the annual fair, including:
  - a. developing the fair exhibitor handbook, supervising the sale of advertising, working with community organizations and exhibit supervisors to schedule events and determine prizes, writing exhibitor rules and regulations.
  - b. supervising the preparations and printing of the handbook.
  - c. recruiting judges, exhibitors, and entertainment; recruiting donations and volunteers for fair activities.
  - d. negotiating contracts and determining fees for fair operations.
  - e. preparing media releases to advertise fair events.
  - f. developing and supervising ticket sales, record keeping, and prize payment systems.
  - g. supervising the compliance of fair operations with legal, insurance, and security regulations.
  - h. handling user and public complaints and requests during the fair.
2. Is responsible for promoting year round usage, including:
  - a. negotiating contracts and determining fees for special events.
  - b. supervising the rental of boat and trailer storage.
  - c. answering public inquiries on fairground facilities.
  - d. supervising the promotion of special events.
  - e. planning off-season events to generate revenue and use of fairgrounds.
3. Is responsible for the timely implementation of the Master Plan for development of the Washington County Fairgrounds, including:
  - a. upgrading existing facilities.
  - b. constructing new facilities.
  - c. selling or leasing the frontage property.
  - d. increasing year round use of the fairgrounds.
  - e. developing methods to finance improvements.
  - f. preparing capital improvement plans.

4. Is responsible for the management of the fairgrounds and all activities related thereto; prepares the annual operating and capital improvement budget; submits to Fair Board and county for revision and approval; monitors budget; prepares and negotiates commercial and real estate leases; approves purchase requests; prepares competitive bids for publication; prepares annual budget report for the state; develops accounting procedures in accordance with state regulations.
5. Performs a variety of public information activities; speaks to community groups concerning fairground facilities, recruits donations of time, skills, and materials, prepares media releases.
6. Directs the fairgrounds office and maintenance staff; monitors record keeping procedures, assigns tasks and prepares work schedules, evaluates performance, hires part-time and temporary employees; assigns tasks to volunteers.
7. Prepares Fair Board meeting agendas and attends meetings; prepares policies, procedures, and regulations for board approval.
8. Acts as liaison with city, county, and state government agencies concerning fairground operations; prepares reports to the state for operating fund requests; attends meetings affecting fairground operations.
9. Writes grant applications and special project requests; prepares information for levy elections.

#### KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of the operations of county fairs; thorough knowledge of the regulations governing fair operations and fiscal management; considerable knowledge of budget preparation and management, capital improvement planning, and leasing; considerable knowledge of office and personnel management; considerable knowledge of local community interests, businesses, and civic organizations; considerable knowledge of public relations/promotion techniques; basic knowledge of the methods, materials, and equipment used in fairground maintenance; ability to work effectively with business and civic groups, governing agencies, and the public; ability to communicate effectively both orally and in writing, including public speaking; ability to work without direct supervision and prioritize time efficiently; ability to develop cost-effective events and procedures.

#### EXPERIENCE AND TRAINING:

Increasingly responsible experience in the planning, organization, and implementation of fair operations, community projects, or related community-oriented programs; experience in management, employee supervision, capital improvement planning, budgeting, and lease preparation; college-level training in public or business administration desirable; for a satisfactory equivalent combination of experience and training.

#### NECESSARY SPECIAL REQUIREMENTS:

Must be available to work evenings and weekends as needed; ability to obtain a valid Oregon driver's license.

## EXECUTIVE DIRECTOR - WASHINGTON COUNTY FAIRGROUNDS

### EXECUTIVE PROFILE DRAFT

#### BACKGROUND

The Washington County Fairgrounds is located in Hillsboro, Oregon. Its 64.6 acre site contains 21 major structures. The fairgrounds revenue sources include parimutual racing receipts; earned monies from lease of buildings, fair admissions, booth rentals, carnival receipts, and donations; and dedicated hotel/motel tax receipts. Under the direction of a five person Fair Board, the primary responsibilities of the Executive Director are:

1. The preparation and operation of the annual county fair.
2. The operation, management, and promotion of the fairgrounds.
3. The implementation of the Master Plan for development.

#### EXPERIENCE

All of the following management experiences are desirable. The more directly the experience relates to the principal responsibilities of the position, the more desirable they are.

Three years of responsible management experience in an organization dealing with the public. Experience in the management of facilities serving the public such as arenas, exhibit halls, convention centers is more desirable. Experience in the management of a county or state fair is most desirable.

Financial management including budget preparation and execution. Drafting and administering contracts and agreements. Financing of large capital construction projects.

Supervision of full and part time employees.

Working with volunteers and special purpose organizations. Experience dealing with the type of organizations which relate to the fairgrounds and the fair is especially desirable.

Management and maintenance of public facilities. Effective promotion of the use of such facilities.

Implementing the development of plans for large scale capital construction projects. Dealing with developers, architects, contractors, and occupants.

Promotion of public events and the use of public facilities.

"Public Relations" defined as good relations with both the general "public" and the diverse variety of special "publics" that relate to the fairgrounds and fair. Good working relationships with the media.

Writing clearly, speaking capably, and, especially, listening effectively.

Operating appropriately within the framework of applicable statutes, ordinances and regulations.

### MANAGEMENT STYLE

Accepts the responsibility for activities of the organizations but is willing to delegate to actual carrying out of some of those activities to others while holding them accountable for results.

An "open" manager who is accessible to the Board, staff and public.

Runs an informal organization but can provide strong leadership when necessary. "A gentle but firm hand on the reins."

Understands the importance of management planning both short-range and long-range. "Considers both the next week and the next decade." Carries out those plans.

An innovator. Willing to try new ideas and accept the risk involved.

Ability to manage time for himself/herself and others.

An "out and about" sort of manager who seeks constant contact with staff, volunteers, special groups, other levels of government, the business community and the general public.

### PERSONAL TRAITS

A "people" person who enjoys meeting and working with a wide variety of individuals and organizations.

Enthusiasm for the traditional aspects of a county fair, along with a desire to provide events of interest to all sectors of the community. A special affinity for serving special publics such as youth groups and senior citizens.

A "thick skin" when it comes to receiving criticism and being subject to constant inquiry but a sensitivity to the concerns of others which cause criticism and inquiry.

The ability to deal with extreme diversity of opinion and the conflict of varying interests without succumbing to stress.

A high energy person who realizes this is not an 8:00 to 5:00 position but who also does not take on more than is necessary, delegating those needs.

The flexibility to deal with changing circumstances and occasional obstacles to success.

Open accessible, approachable, empathic and patient.