

LINN COUNTY CLASSIFICATION

TITLE: FAIR/EXPO EVENTS COORDINATOR

NUMBER: 571

PAY RANGE: 14

CATEGORY: SEIU

APPROVAL ORDER

NUMBER: 2014-305

DATE: September 16, 2014

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Perform support services for all Linn County Fair and Expo Center events, to include the annual County Fair. Assist in scheduling, marketing, advertising and public relations activities. Perform various clerical, secretarial or accounting work of a moderately complex nature. This position frequently involves working weekends and evenings.

SUPERVISION RECEIVED: Works under the direction of the Fair and Expo Center General Manager, who provides guidance, assigns duties and evaluates performance.

SUPERVISION EXERCISED: Supervision of employees is not a normal responsibility of positions in this classification, but an incumbent may assist in the following as directed; job orientation of new personnel, provide task supervision, participate in the selection of new personnel, assign duties and provide training. Employee evaluation and discipline are not a duty of this classification.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for and to remain in this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Provide or coordinate meeting and event customer service to include all aspects of meeting and event planning and support. Work with Operations on set up, scheduling and special requirements. Assist in providing as needed, staffing, placement, scheduling and security recommendations for all events and activities at the Center.
2. Assist with retaining current Fair and Expo Center clients while initiating contact with potential clients at local and state wide levels in order to maximize Center event booking and financial return. Assist firms that are under contract with the facility. Be the liaison between the facility and the contracted outside sales and assist with requests they may have.
3. Monitor contracts and subcontracts with clients, exhibitors and concessionaires. Monitor customer contracts and agreements.
4. Assist in the management of all office software and databases. Assist in researching grant opportunities and developing and submitting grant applications as appropriate. Assist in monitoring and reporting the economic benefit that the Center's events have on Albany, Linn County and the region.

5. Assist in maintaining local Expo Center sponsorships and work to procure new local sponsors. Assist in providing information and promoting the Center to groups and organizations interested in using it through tours, trade shows and public presentations in the community. Assist in the development of client and public informational publications as needed.
6. As directed by the General Manager, assist in developing positive public relations and working relationships with state, county and city agencies, chambers of commerce, visitors' associations, business/agricultural organizations, and other groups in promoting and using the activities and services provided by the Fair and Expo Center.
7. Develop and maintain effective, harmonious and reasonable work relationships with others.
8. Maintain regular and predictable work attendance.

OTHER FUNCTIONS: This classification covers the most significant essential functions performed by an employee in this position, but it does not include other occasional work which may be similar to, related to, or a logical assignment for the position. Any one position in this classification may be assigned some or all of the duties listed under essential functions or that arise as other functions. The balance of the various duties, responsibilities and/or assignments of this position may change from time to time based upon management's decisions on how to best allocate resources. Any shift, emphasis or rebalancing does not constitute a change in the essential functions of the job classification.

RECRUITING REQUIREMENTS:

KNOWLEDGE, SKILLS AND ABILITY: Considerable knowledge of office practices and procedures as required by the position. Considerable knowledge of basic English composition, spelling and grammar, with experience in the fair and exhibition industry desired. Must present a positive image, set and achieve priorities, communicate effectively, both orally and in writing, make decisions independently, use initiative and judgment in completing tasks and responsibilities, develop and maintain strong working relationships and deal effectively with staff, customers, patrons and the public.

EXPERIENCE, EDUCATION AND TRAINING: Graduation from senior high school and Four years of increasingly responsible secretarial experience, event management, business or exposition activities with some exposure to supervision if required by position or a satisfactory equivalent combination of experience, education and training that demonstrates the ability to perform the work described.

NECESSARY SPECIAL QUALIFICATIONS: Possession of a valid Oregon Motor Vehicle Operator's License and an acceptable driving record at the time of appointment.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is generally performed indoors in various settings. Work requirements include the ability to sit and move about; talk and hear; drive a motor vehicle; use hands to finger, handle or operate objects or controls; and reach with hands and arms. The work requires the ability to lift or move thirty (30) pounds.