

## LINN COUNTY CLASSIFICATION

**TITLE: FAIR AND EXPO CENTER OPERATIONS & EVENTS MANAGER**  
**NUMBER: 827** **APPROVAL ORDER NUMBER: 2019-282**  
**PAY RANGE: 21** **DATE: SEPTEMBER 3, 2019**  
**CATEGORY: MANAGEMENT/EXEMPT**

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Plan, supervise and coordinate support services and programs for all Fair and Expo Center activities involving event support, facility/equipment maintenance and repair, grounds maintenance, security and custodial services and any needed logistical support services. Supervise scheduling and support coordination for all events. This position will frequently involve working on weekends as well as evening hours during the week.

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

SUPERVISION EXERCISED: Exercises supervision over all assigned subordinate personnel; participates in the selection of new personnel; assigns duties, provides training, schedules leaves, resolves grievances, evaluates performance and recommends personnel transactions.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for and 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. Plan, organize and supervise support services and programs for all Fair and Expo Center activities.
2. Provide or coordinate meeting and event customer service, to include all aspects of planning and support to include setup-scheduling and special requirements. Provide, as needed, staffing, placement, scheduling and security recommendations for all events and activities at the center.
3. Assist in developing, implementing and managing Fair and Expo Center marketing strategies, including direct marketing of the facilities and development of special events and activities. Coordinate events, publicity and advertising for promotion of the Fair and Expo Center and related activities.
4. Monitor contracts and subcontracts with event vendors, exhibitors and concessionaires. Monitor customer contracts and agreements. Respond to inquiries from the general public, clients and vendors regarding Fair and Expo Center programs and activities.
5. Supervise/perform event support work such as set up/tear down of furnishings and equipment.
6. Supervise/perform routine preventive maintenance and minor maintenance and repair work on all Center facilities, facility systems and equipment.

7. Coordinate and consult with architects, engineers and contractors regarding major facility repair, maintenance and construction projects and general maintenance agreements.
8. Supervise/perform facility custodial work and grounds maintenance.
9. Coordinate and supervise logistical support requirements such as the purchase of supplies, materials, equipment and services.
10. Maintain operational records and prepare periodic reports regarding activities and costs to include energy consumption and management. Assist in the development of the Fair and Expo Center budget.
11. Recommend and monitor health/life/safety systems and related programs involving Fair and Expo Center facilities, equipment and personnel. Monitor safety practices of all personnel. Recommend and monitor fire and security systems and related programs involving Fair and Expo Center facilities.
12. Develop and maintain effective, harmonious and reasonable work relationships with others.
13. 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 of this 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:** (Additional specific details may be provided by the specific office or department job announcement, if applicable).

**KNOWLEDGE, SKILL AND ABILITY:** Knowledge of facilities maintenance, repair and construction procedures, policies and practices to include preventative maintenance scheduling, the related trades (heating, ventilation, air conditioning, plumbing, carpentry, electrical) and the tools, equipment and techniques. Knowledge of the principles and practices of personnel management such as supervision, performance evaluation and training. Knowledge of livestock handling, care and treatment. Knowledge of fertilizer, pesticides and herbicides. Thorough knowledge of marketing and event management techniques, with experience in the fair exhibition industry desired.

Ability to communicate effectively both orally and in writing. Ability to train, layout, assign and supervise the work of subordinates. Ability to schedule and coordinate facility maintenance, repair and custodial work with an ongoing events calendar. Ability to maintain accurate records, prepare reports and make budget recommendations. Ability to establish and maintain harmonious working relationships with superiors, subordinates,

contractors, vendors, clients and the general public.

**EXPERIENCE, EDUCATION AND TRAINING:** Graduation from a senior high school. Additional specialized training in HVAC systems, carpentry, electric or other related trade is desirable. Three years of increasingly responsible experience in facilities maintenance and repair, including one year of leadership responsibility. Specific experience with fair/expo facilities is desirable or any satisfactory equivalent combination of experience, education and training that demonstrates the ability to perform the work described.

**NECESSARY SPECIAL QUALIFICATIONS:** Possession of a valid motor vehicle operator's license and an acceptable driving record; State of Oregon Pesticide and Herbicide Applicator's License.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:** Work is performed both in an office setting and outdoors and can be physically demanding. The work requirements include the ability to see, talk and hear; sit, stand and walk; use hands to finger, handle or operate objects, tools or controls; and reach with hands and arms. Some duties may require standing for long periods of time, bending, lifting up to 60 pounds, kneeling, crawling into small spaces, pulling, pushing, reaching and climbing ladders and stairs.