

FAIR AND EVENTS DIRECTOR - 5109

General Definition of Work:

Performs difficult professional work in the overall administration, management, operations, and maintenance of the County Fair and other special events; oversees all fair and special event activities at relevant county facilities including event personnel, budget, and equipment. Work is performed under the supervision of the Deputy County Manager. Supervision is exercised over subordinate and temporary staff.

Essential Functions/Typical Tasks:

Manages daily operations, staff, events, and coordinates facility use for the Cabarrus County Fair and other County sponsored events such as public festivals and large venue events; maintains records and files; prepares reports.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

- Develops plans, schedules, and utilization of facility for year round use.
- Negotiates use and rental contracts for various events and meetings; oversees individual commercial vendor and entertainment performer selection to insure proper activities for the center.
- Purchases materials and supplies for events and activities.
- Coordinates event equipment, personnel, catering, and other needs, and assures event success.
- Promotes and publicizes the fair and other events; provides media coordination, newspaper articles, press releases, and public service information about fair and other event activities.
- Obtains sponsors and works with a variety of interest groups in planning activities and events.
- Complies with rules and regulations relating to public health and safety and maintains a safe environment.
- Assures the fair and other events are operated in accordance with applicable local, state, and federal regulations.
- Addresses customer problems and resolves internal and/or external conflicts.
- Responsible for developing, managing, and overseeing annual department budget.
- Oversees program registration activities and accounts for all program fees.
- Responsible for directing, training, evaluating staff and has substantial influence in hiring and employment decisions
- Oversees facility maintenance and equipment and building repairs.
- Represents the County on various committees, with the North Carolina Department of Agriculture and Consumer Services, and attends meetings as required.
- Works with various county departments to maintain high standards for competitive and other events.
- Provides advice and consultation for other County department level events as assigned.
- Performs related tasks as required.

Knowledge, Skills and Abilities:

Thorough knowledge of social and economic characteristics of the community; thorough knowledge of the recreational and cultural resources and facilities needed for the delivery of events, programs and services of the community; knowledge of regulations, procedures and laws as it applies to county and state activities and events; ability to establish and maintain effective working relationships with associates, government officials, county staff and general public; ability to prepare technical and financial reports; ability to express ideas clearly, both orally and in written form; ability to prepare and maintain accurate and detailed records of activities; ability to follow and enforce County procedures and policies, ability to maintain compliance with state regulations regarding fairs and expositions.

Education and Experience:

Requires graduation from an appropriately accredited college or university with a degree in Business, Public Relations or related field, considerable experience working with agricultural/community fairs and some event management experience. An equivalent combination of education and experience may be considered.

Physical Requirements:

This is normally light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force frequently or constantly to move objects; some work may require the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects ; work requires stooping, reaching, standing, walking, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken levels; visual acuity is required for preparing and analyzing written or computer data, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions.

Special Requirements:

Possession of a valid appropriate NC Driver's License.

HR revised 10-20-2011