

## **SNOHOMISH COUNTY CLASS SPECIFICATION**

### **FAIRGROUNDS OPERATIONS SPECIALIST**

Spec No. 2080

#### **BASIC FUNCTION**

To provide administrative support for the Evergreen State Fairgrounds Division.

#### **STATEMENT OF DUTIES**

1. Develops and maintains manual and computerized financial management systems for the Evergreen State Fairgrounds.
2. Assists in the preparation of the annual budget including draft budget schedules; coordinates and maintains a record of all budget transactions, support documents and correspondence for budget transfers, supplemental and emergency appropriation requests.
3. Prepares financial revenue data and reports necessary for development and maintenance of the department's computerized event and facility profitability system, and annual budget requirements.
4. Oversees the retention and storage system for all financial records and official department documents related to the financial system.
5. Monitors and analyzes operation, labor costs, equipment costs, and facility and event revenues; projects future costs and revenues, and possible cost cutting alternatives.
6. Monitors and analyzes license and lease agreements; evaluates operating costs and staff requirements; calculates rate schedules and fee charges that are appropriate for profitable operation of the fairgrounds.
7. Monitors license and lease agreements for required signatures, insurance, deposits, payments and other contract requirements; confirms actual usage of services, equipment and facilities, adjusts billings accordingly and follows through with collections.
8. Assists in planning, scheduling and coordinating the events and facilities at the fairgrounds, including the annual ten-day Fair, by determining the financial feasibility of proposed events.
9. Establishes and maintains internal and operational controls; audits cash receipting records of licensees and contractors; monitors cash receipting procedures of licensees and contractors for compliance with contractual terms and prescribed fairground's methods.
10. Supervises and participates in the hiring of part-time admission, parking and concession employees for the Evergreen State Fair; trains employees in the receiving and balancing of cash and in related county policies and procedures; audits ticket sales and concession revenues.

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#### STATEMENT OF DUTIES (Continued)

11. Performs other duties as required.

#### MINIMUM QUALIFICATIONS

A bachelor's degree in accounting, business or finance; plus, two (2) years experience in office management; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

#### KNOWLEDGE AND ABILITIES

Knowledge of:

- the practices, methods and procedures of government accounting, budgeting and financial management
- the use of personal computers
- office practices and procedures
- internal and operational control concepts, techniques, and relationships

Ability to:

- prepare, maintain and analyze financial records and reports
- identify procedural and system problems and develop solutions
- work independently
- exercise initiative and judgment and make decisions within the scope of assigned authority
- communicate effectively, both orally and in writing
- read, interpret and apply work related laws, rules and regulations
- operate personal computer and use software packages
- establish and maintain effective working relationships with other county employees, representatives of other agencies and with the general public

#### SUPERVISION

The employee receives limited supervision from the Fairgrounds Administrator. The work is carried out independently in accordance with instructions, established policies and accepted practices.

#### WORKING CONDITIONS

The work is performed in the usual office environment with occasional involvement in the fairgrounds facilities and events as required. The employee works evenings, weekends and holidays as required.

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Snohomish County is an Equal Employment Opportunity (EEO) employer.  
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: February 1987  
Previous Spec No. 341296  
EEO Category: 2 - Professionals  
Pay Grade: 238 - Classified Pay Plan  
Workers Comp: 5306 Non-Hazardous