

SNOHOMISH COUNTY JOB DESCRIPTION

FAIRGROUNDS OPERATIONS SUPERVISOR

Spec No. 2081

BASIC FUNCTION

To sell, book and schedule all Fairgrounds events; to coordinate equipment and personnel requirements for fair and off-season events. Supervises superintendent program and event operations personnel.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Sells and schedules the use and rental of Fairgrounds facilities for agricultural, equestrian, commercial and entertainment shows; describes available facilities, equipment, and services to prospective users; explains cost schedules and provides cost estimates.
2. Plans, schedules, supervises and evaluates the work of subordinate employees; instructs and trains subordinates as necessary; recommends various personnel actions to superiors as necessary including the hiring, discipline, transfer and promotion of subordinates. Reviews plans and requirements of prospective users; determines the compatibility of potential and previously scheduled events; determines equipment, personnel, safety, lighting, communications, parking, traffic control and health requirements; considers acceptability of potential use; approves or declines lease requests and/or recommends declination to higher authority as appropriate.
3. Accepts, reviews, and screens all Evergreen State Fair Booth space applications; checks references; prepares contracts and assigns booth spaces for annual fairs.
4. Completes applicable agreements and secures required signatures; explains costs, payment, deposit and all other contract requirements; conducts tours and explains use of facilities and equipment as necessary; arranges for technical assistance and advice from the County Safety Analyst, Fire Marshal and Health Department as necessary; prepares contingency plans for use in case of event cancellations.
5. Meets with event producers as necessary during events to follow up on arrangements; contacts users after events to secure comments about ways to improve services and facilities; sends out follow up thank you letters.
6. Confirms actual usage of equipment and services and adjusts billings accordingly; collects for damage to facilities and equipment in accordance with contract requirements.
7. Works with Maintenance Supervisor to prepare event and maintenance work schedules for crews, regulating schedules on weekends according to complexity and number of events.
8. Recommends changes in areas such as operating procedures, event scheduling, cost recovery and preventative maintenance as appropriate.

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STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

9. Enforces safety rules and regulations; reviews and evaluates work methods and procedures to ensure safe working conditions and efficient operations and recommends changes as necessary.

STATEMENT OF OTHER JOB DUTIES

10. Maintains necessary records and prepares required reports.
11. Participates in the annual budget process; provides input on cost schedules and projected and/or potential usage of the Fairgrounds.
12. Performs related duties as required.

MINIMUM QUALIFICATIONS

Five (5) years of experience in the scheduling, booking, coordinating and setting up of events at a large entertainment, recreation, cultural or athletic facility including two (2) years of supervisory experience; OR, any equivalent combination of training and/or experience which provides the required knowledge and abilities. Must pass job related tests.

SPECIAL REQUIREMENTS

A valid Washington State Driver's License may be required for employment.

A valid First Aid Card is required for employment.

KNOWLEDGE AND ABILITIES

Knowledge of:

- methods and techniques utilized in the coordination of maintenance requirements at a public events facility
- the principles and practices of effective supervision
- read, understand and enforce safety rules and regulations
- plan, schedule, supervise and evaluate the work of subordinate employees

Ability to:

- coordinate equipment and personnel requirements with available resources
- schedule and coordinate events
- communicate effectively both orally and in writing
- maintain accurate written records and prepare required reports
- plan, direct and coordinate the work of subordinate employees

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KNOWLEDGE AND ABILITIES (Continued)

- deal with the public in a tactful and courteous manner
- establish and maintain effective work relationships with subordinates, supervisors and the general public
- analyze and determine resource requirements for all types of construction, maintenance and repair work

SUPERVISION

The employee in this class reports to the Fairgrounds Manager. The employee exercises considerable independent judgment in scheduling and assigning work to subordinate employees and is expected to resolve coordination of equipment and personnel problems encountered in the work. The work is reviewed through meetings and by evaluation of results obtained.

WORKING CONDITIONS

The work is performed on the County Fairgrounds both in the usual office environment and outdoors in all types of weather conditions.

The employee may be on-call to respond to emergency conditions occurring after normal work hours and is required to work evenings, weekends and holidays as necessary.

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: September 1986 as Fairgrounds Promotion Specialist

Previous Spec No. 341296

Retitled and Revised: April 1990

Revised: January 1994, August 2013, October 2013

EEO Category: 2 - Professionals

Pay Grade: 240 - Classified Pay Plan

Workers Comp: 5306 Non-Hazardous