

SNOHOMISH COUNTY CLASS SPECIFICATION

FAIRGROUNDS BUSINESS SUPERVISOR

Spec No. 2078

BASIC FUNCTION

To provide administrative and financial management services for the Evergreen State Fairgrounds Division.

STATEMENT OF DUTIES

1. Plans, organizes, coordinates and supervises the work of administrative and financial accounting personnel; coordinates and participates in all personnel and payroll management functions as required at the fairgrounds division level; coordinates and assists in the administration of county personnel policies and procedures within the division, including development and implementation of in-house procedures as required.
2. Develops and maintains manual and computerized accounting and financial management systems for the Evergreen State Fairgrounds; oversees the retention and storage of all financial records and official department documents relating to these systems.
3. Prepares the annual budget, including draft budget schedules; coordinates and maintains records of all budget transfers and transactions as required.
4. Monitors fairgrounds revenues and expenditures on an ongoing basis; coordinates, reconciles and presents budget reviews to the Fairgrounds Manager and staff, noting any changes required to maintain compliance with system requirements.
5. Directs and coordinates computer and data processing activities.
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 Fair, by determining the financial feasibility of proposed events; prepares financial revenue data and reports necessary for development and maintenance of the department's computerized event and facility profitability system.
9. Monitors and analyzes operations, labor costs, equipment costs, and facility and event revenues; projects future costs and revenues, and possible cost cutting alternatives.
10. Establishes and maintains internal and operational controls; audits cash receipting records of licensees and contractors for compliance with contractual terms and prescribed fairground's methods.
11. 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.
12. Acts as liaison with County Risk Management Officer.
13. Researches new revenue and funding sources; prepares grant applications and administers grants received; coordinates and assists in administration of contracts with professional service contractors and others as required.
14. Performs related duties as required.

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MINIMUM QUALIFICATIONS

A bachelor's degree in accounting, finance, business or public administration; PLUS, two (2) years of professional experience in local government financial administration or 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 principles, practices, methods and procedures of government (fund) accounting and financial management;
- budget preparation and 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;
- plan, schedules, supervise and evaluate the work of subordinate employees.

SUPERVISION

The employee reports to the Fairgrounds Manager. The work is carried out independently in accordance with instructions, established policies and accepted practices. The employee supervises subordinate clerical and office support staff, as assigned.

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.

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 as Fairgrounds Operations Specialist

Revised: January 1990

Spec No. 380378

EEO Category: 2 – Professionals

Pay Grade: 240 – Classified Pay Plan

Workers Comp: 5306 Non-Hazardous