

SNOHOMISH COUNTY JOB DESCRIPTION

FAIRGROUNDS SUPERINTENDENT COORDINATOR

Spec No. 6294

BASIC FUNCTION

To coordinate the fairgrounds superintendents and extra help personnel in preparing for and oversight of the competitive exhibit program and associated tasks.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Assists during the fair hiring process in the selection of extra help, contracted fairground superintendents, assistant superintendents, clerks, judges, host/hostess, demonstrators, program coordinators and other fair-time personnel. Processing of related agreements and documentation as required.
2. Supervises all extra help superintendents on a year round basis including training sessions, safety training and team building meetings; prepares training and educational manuals; coordinates and prepares exhibitor handbook updates and annual publications.
3. Coordinates and oversees superintendents' requested facility and/or equipment improvements; takes and maintains inventory of supplies for fair including ordering and distribution of fair ribbons/rosettes; facilitates changes and requests for supplies from superintendents and program areas.
4. Researches market, obtains price quotes and prepares bid specifications for fair ribbons/rosettes, trophies and plaques, a wide variety of supplies, signage and special services
5. Provides direction and assistance for fair-time employee orientations, providing materials and presentation information, and oversight of key fair-related work areas.
6. Acts as the lead for competitive exhibit entry data input, premium processing, disbursement and reporting.

STATEMENT OF OTHER DUTIES

7. Handles day to day questions and problems dealing with superintendents, judges, coordinators and the competitive exhibit program.
8. Performs other duties as assigned.

MINIMUM QUALIFICATIONS

High school graduation or GED and (3) years experience with 4-H, fair exhibits or general office experience that includes computer record processing and customer service experience; OR, any equivalent combination of training and/or experience which provides the required knowledge and abilities. Experience in hiring and/or contracting temporary help and records processing desired. Must pass job related tests.

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SPECIAL REQUIREMENTS

A valid Washington State Driver's License is required.

KNOWLEDGE AND ABILITIES

Knowledge of:

- general office practices and procedures;
- computer knowledge with database systems and premium processing technology systems;
- governmental budgeting practices and principals;
- competitive exhibit programs (i.e. 4-H, FFA, Open Class);
- fair exhibits and procuring supplies;
- techniques in planning, scheduling, supervising and evaluating the work of volunteers, contractors and employees;
- safety rules and regulations;
- concepts and techniques of public relations.

Ability to:

- operate standard office equipment including computers and software;
- meet deadlines and cope with interruptions;
- deal tactfully with superiors, peers, other government agency representatives and the general public;
- communicate effectively both orally and in writing;
- independently organize tasks and work in a team environment;
- establish and maintain effective work relationships with staff, general public and representatives of other agencies;
- exercise initiative and judgment and make decisions within the scope of assigned authority.

SUPERVISION

Employee receives limited supervision from an administrative superior as assigned. The employee carries out recurring assignments on his/her own initiative and receives additional, specific instructions, objectives and priorities by the supervisor.

WORKING CONDITIONS

The work is performed on the county fairgrounds in the usual office environment and outdoors in all types of weather. The employee will be required to attend meetings at other locations. Employee may be required to work evenings and weekends as necessary.

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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: May 2000
Revised: January 2005, March 2011
EEO Category: 6 - Administrative Support
Pay Grade: 312 - Clerical Pay Plan
Workers Comp: 1501 Hazardous