



## Fairgrounds Director

Fairgrounds

FG/01  
Pay Grade: 25

### JOB SUMMARY

This position directs all aspects of the Webb County Fairgrounds and Events Center. It provides leadership and strategic direction to assigned personnel. Work involves strategic planning and understanding all aspects of event planning and operations management.

### MAJOR DUTIES

- Develops objectives, strategies, plans policies and programs for the Fairgrounds and Events Center. Establishes the strategic direction for the Fairgrounds in alignment with the County's strategic priorities; ensures all Fairgrounds staff are aware of their roles in performance measurement and achieving strategic priorities and facilitates the reporting on performance measures to Commissioners Court and Fairgrounds staff.
- Provides overall leadership, including facilitating the development of long-term and short-term goals, objectives, strategies, and core values for the fairgrounds. Responsible for implementing long-term facility improvements while at the same time managing the day-to-day operations of the Fairgrounds.
- Directs and supervises personnel including scheduling work assignments; hiring and training employees; reviewing work progress and completion; providing recommendations regarding employee job performance; conducting performance evaluations; counseling employees; and ensuring compliance with all applicable federal, state and local laws.
- Oversees all operations and activities associated with Webb County Fairgrounds and Events Center.
- Plans, organizes, directs, coordinates, and administers Fairgrounds business and operations, including, scheduling and overseeing events, to ensure that established policies, procedures, and programs are implemented in accordance with County and State ordinances and regulations to protect the health, safety, and welfare of staff, sponsors, participants, and patrons.
- Develops and implements the necessary policies and procedures for the Fairgrounds as necessary to improve efficiency.
- Performs public relations and marketing functions to promote year-round usage of the facilities, attends meetings related to the promotion and function of the County Fairgrounds, attends events (as appropriate) and is in charge of public contact and promotion.
- Review and authorize all voucher submissions for subsequent payment, and track.
- Provides lead support to Commissioners Court, attending meetings and providing input and recommendations based on expertise and observations, as appropriate.
- Make recommendations to Commissioners Court for capital improvements and request appropriations as needed.
- Performs any other duties as assigned.

## KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of principles of administration, customer service, managerial accounting, organization, computing, and supervision.
- Knowledge in event and fairgrounds management.
- Knowledge in entertainment event marketing, promoting, and contracting.
- Knowledge in current trends in the entertainment industry.
- Knowledge in facility marketing and sales, ticketing procedures, security and crowd control operations, food and beverage activities, events coordination, and cost control and accounting.
- Ability to express ideas clearly and concisely, orally and in a variety of written formats.
- Ability to assemble, organize and present statistical, financial and technical information derived from a variety of sources.
- Ability to read, analyze, and interpret complex and technical documents including contracts, maps and complex management and financial reports and respond to the most sensitive inquires or complaints.
- Ability to effectively communicate with public, federal, state and county officials, employees, community agencies and the public.
- Ability to communicate in English and Spanish; preferred.
- Ability to write policies, procedures, correspondences and other types of documents.
- Ability to work with complex mathematical concepts such as probability, statistical inference, budgeting, risk analysis.
- Must have the ability to write speeches, articles and manuals and create presentations using original and innovative techniques and styles.
- Must have the ability to make effective and persuasive presentation on controversial or complex topics to Commissioners Court, public groups and organizations and/or board of directors.
- Must be proficient in the use of computer and Microsoft Software.
- Must have experience in the use of office equipment.

## SUPERVISORY CONTROLS

The County Judge and Commissioners Court members assign work in terms of department goals and objectives. The Commissioner's Court Administrator supervises and reviews work through conferences, reports, and observation of department activities.

## GUIDELINES

Guidelines include county and department policies and procedures. These guidelines require judgment, selection, and interpretation in application.

## COMPLEXITY/SCOPE OF WORK

- The work consists of varied administrative and supervisory duties. The variety of duties contributes to the complexity of the position.
- The purpose of this position is to direct the operations of assigned Fairgrounds.

## CONTACTS

- Contacts are typically with co-workers, other county personnel, elected and appointed officials, and members of the general public.
- Contacts are typically to provide services; to give or exchange information; to resolve problems; to motivate or influence persons; or to justify, defend or negotiate matter.

## PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, stooping, or walking. The employee occasionally lifts light and heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell.
- The work is typically performed in an office or outdoors, occasionally in cold or inclement weather. The employee may be exposed to moving mechanical parts, high precarious places, risk of electrical shock and vibrations. Hazards include exposure to animals, animal waste and a wide variety of machinery associated with fairground and event set up and tear down.

## SUPERVISORY AND MANAGEMENT RESPONSIBILITY

- This position has direct supervision over an Events Coordinator (1).

## MINIMUM QUALIFICATIONS

- Graduation from an accredited college or university with a Bachelor's degree in Business Administration, Marketing, Public Administration, Agriculture, or related field.
- A minimum of five (5) years of work experience in facilities and/or event management or related field and three (3) years of work experience in a supervisory capacity.

## OTHER REQUIREMENT/INFORMATION

- Must possess a valid and current driver's license.
- Drug and Alcohol Policy applies to this job. Pre-employment drug/alcohol testing, Motor Vehicle Record (MVR) and criminal background checks are required.
- This position *is not covered* under Civil Service; however, all other Webb County policies apply.

## ACKNOWLEDGEMENT

The undersigned have read, discussed and understand the full meaning of this job description and agree to abide by all terms and conditions herein expressed or implied.

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Employee's Signature

Print Name

Date

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Supervisor's Signature

Print Name

Date

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