

OKANOGAN COUNTY COMMISSIONERS'

RESOLUTION 111 - 2023

A resolution authorizing the appointment of a Temporary Interim Fairgrounds Facilities Manager.

WHEREAS, Okanogan County BOCC accepted the resignation of the current Fairgrounds Facilities Manager effective August 22, 2023; and

WHEREAS, there is an immediate need to appoint a temporary interim Fairgrounds Facilities Manager prior to the 2023 Okanogan County Fair to oversee the day to day operation and maintenance of the facilities and fairground; and

WHEREAS, former Fairgrounds Facilities Manager, Stella Columbia has expressed an interest in becoming the Temporary Interim Fairgrounds Facilities Manager; and

WHEREAS, The Board of Okanogan County Commissioners believe Ms. Columbia is imminently qualified to perform the duties of the interim position given her extensive experience as a former Fairgrounds Facilities Manager; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Okanogan County Commissioners that effective Wednesday, August 23, 2023, Stella Columbia be appointed to the position of Temporary Interim Fairgrounds Facilities Manager to perform the job duties outlined in the attached job description (Attachment A) until the permanent Fairgrounds Facilities Manager position has been filled; and

BE IT FURTHER RESOLVED that because of Stella Columbia's prior experience as the Fairgrounds Facilities manager position that she be appointed at a Grade 30 Step 4.

DATED at Okanogan, Washington this 21st day of August, 2023.

**BOARD OF COUNTY COMMISSIONERS
OKANOGAN, WASHINGTON**

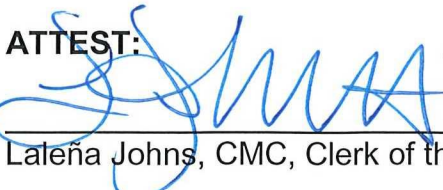

Chris Branch, Chairman


Andy Hover, Member


Jon Neal, Member



ATTEST:


Latena Johns, CMC, Clerk of the Board



Job Description

Okanogan County, Washington

TITLE: Fairgrounds Facilities Manager

REPORTS TO: Okanogan County Board of County Commissioners

DEPARTMENT: FACILITIES AND GROUNDS

JOB SUMMARY: Responsible for management of facilities, staff, budget, marketing, and logistics for the Okanogan County Facilities and Fair Grounds. Duties also include working with the Fair Advisory Committee to coordinate production of the annual Okanogan County Fair. This position must maintain effective working relationships with other personnel, special interest groups, outside agencies, and the general public, and must abide by County policies/procedures and state/federal regulations.

CATEGORY: Full-time

UNION AFFILIATION: None

HRS/WEEK: 40

FLSA STATUS: Non Exempt

DRS ELIGIBILITY: PERS

ESSENTIAL FUNCTIONS:

Facilities maintenance:

- Operate the Okanogan County Facilities and Fairgrounds in compliance with County, State, and Federal laws and policies.
- Work with the Fair Advisory Committee to maintain the Fairgrounds and Arena facilities to standards as required for their events.
- Ensure the facility and grounds are presentable, well-maintained, and up to codes/standards in order to meet the general needs of users.
- Make recommendations to the Board of County Commissioners for capital improvements and request appropriations as needed.

Staff management:

- In coordination with HR, handle recruitment for Fairgrounds and Facilities staff, including special event or seasonal employees.
- Coordinate with Okanogan County Corrections for inmate work crews assigned by the Okanogan County Jail, and ensure proper supervision of these workers in accordance with the Okanogan County Corrections policy, County policy, and State/Federal Regulations.
- Ensure employees are trained to perform their duties and follow all safety procedures.
- Plan, assign, and supervise daily workload of all employees, from grounds maintenance to program administration.
- Ensure tasks are performed in an efficient, effective, and safe manner; inspect work as needed.
- Coordinate with Human Resources regarding departmental staff records; performance evaluations and disciplinary action in accordance with County policy and procedures.
- Resolve issues and/or conflicts as they arise.

Financial management:

- Develop and administer a yearly budget to the satisfaction of the Board of County Commissioners and County Auditor; forecast future revenues and expenditures.
- Develop grant proposals, administer grant payment and grant management processes.
- Monitor, recommend, implement, and communicate fee schedule changes as needed.
- Manage all financial matters in accordance with the current cash handling policies established by the Okanogan County Commissioner's and Auditor's Office.

- Review and authorize all voucher submissions for subsequent payment, and track departmental revenues and expenditures.
- Monitor and approve all employee hours entered into timesheets; approve leave requests.

Provide coordination efforts in preparation for the Okanogan County Fair:

- Plan specific strategies to accomplish the broad policies, goals, and long-term planning of the Okanogan County Facilities and Fair Grounds.
- Negotiate and/or prepare contracts for Fair vendors and the use of the Agriplex up to the statutory limit placed by the Board of County Commissioners.
- Advise and educate the Fair Advisory Committee on Okanogan County Policies and Procedures, as well as State/Federal Laws. Assist the Fair Advisory Committee in the various aspects of producing the annual Okanogan County Fair, to include providing staff, planning expertise, marketing guidance, and event management.
- Maintain a strong and positive relationship with the Fair Advisory Committee to ensure successful production of the annual Okanogan County Fair.

Management of the Okanogan County Facilities and Fairgrounds as a year-round venue:

- Develop, direct, and implement a successful marketing and public relations program designed to introduce the facility to the general public and potential user groups, and enhance growth of the facility to a successful year-round venue.
- Develop and maintain long-range forecasting and planning for the Facilities.
- Design and implement new facility programs as needed.
- Manage parking, security, camping, public safety and other event-based programs.
- Mediate and resolve user group conflicts as they arise.
- Implement and interpret policy given by the Board of County Commissioners for the use of the facilities and grounds, and serve as primary contact for questions concerning facility policies and procedures.
- Create programs and events that will generate revenue to ensure future growth and success of Facilities and Fairgrounds.
- Consult with user groups to determine program and facility changes and upgrades.

Other Functions:

This job description is a summary of the primary functions and expectations for this position. Additional department- related duties may be assigned as required.

MINIMUM QUALIFICATIONS:

- High School Diploma, GED, or higher education degree.
- At least three years of supervisory experience.
- Valid Washington State Driver's License.

REQUIRED KNOWLEDGE/SKILLS/ABILITIES:

- Ability to communicate effectively in verbal and written form, with tact and diplomacy.
- Ability to create and maintain excellent customer relations with the diverse population of patrons that use the Facilities.
- Ability to use a scheduling system to effectively manage competing demands for facility use.
- Strong organization skills, including the ability to manage multiple priorities and frequent interruptions.
- Ability to manage large events, with potentially high stress incidents, while under public scrutiny.
- Strong interpersonal skills and the ability to motivate and lead individuals and teams to achieve successful outcomes.
- Patience, determination, and the ability to manage change and pressure successfully.
- Ability and willingness to provide hands-on assistance alongside staff.

- Ability to manage a complex budget and increase revenue through promotion and marketing of the facility as a year-round venue.
- Excellent public relations skills and ability to maintain good media relations.
- Ability to work around animals typically found in a County fair/4-H environment (horses, cattle, pigs, dogs, etc.).

PREFERRED QUALIFICATIONS:

- A degree in Recreation/Tourism, Event Planning, Public Relations, Marketing, or other closely related field.
- At least two years of experience managing a venue that hosts events of all sizes, with project, contract, and financial management responsibilities.
- Experience and/or knowledge of facilities maintenance.
- Experience in the development and successful operation of promotion and advertising programs.
- Familiarity with the Facilities major events/patrons (Okanogan County Fair, Vintage Faire, etc.).

WORKING CONDITIONS:

Work is typically performed in both indoor and outdoor locations. Office work may require sustained posture in a seated position and prolonged periods of computer operation; use of standard office equipment; strength to lift, pull, push and/or carry up to 25 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate in person or over the telephone or radio. Outdoor environments may include exposure to inclement weather such as temperature extremes and very windy/dusty conditions; excessive (concert level) noise; exposure to animals and rugged terrain; must have the ability to traverse a variety of walking surfaces as needed, including stairs. Exposure to the following materials may occur (*this list is a sample and is not meant to be all-inclusive*): Cleaning/sanitation chemicals, solvents, volatile organic chemicals, environmental pollutants, paints, epoxies, abrasives, etc. Safety rules/regulations must be adhered to at all times, including appropriate attire and PPE when necessary.

It is expected that this position will have some local travel, occurring with varied frequency. Employee must have the ability to safely operate a motor vehicle in varied weather conditions and all levels of daylight.

Regular attendance and punctuality are required and expected Monday – Friday from 8:00 AM to 5:00 PM; however, exempt/management positions are expected to work the number of hours required to complete the duties of the position, which could include evenings and weekends.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PREPARED & REVIEWED BY:

Must be completed with all revisions of the job description. A copy will be returned to supervisor.

Supervisor Name & Title	Date
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HR Representative Name & Title	Date
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EMPLOYEE ACKNOWLEDGEMENT:

I understand the job duties and responsibilities contained within this position description and as described by the immediate supervisor.

Employee Name	Date
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Effective Date: 07/20/2021	EEO Code: 1	Department: Fairgrounds
Dates Amended: 07/20/2021	Union: None	Division: n/a
FLSA Exempt: Yes	Grade: 29	Pos #: FAC028EeVC-002