

Fairgrounds Assistant Manager - Seasonal

Blaine County has openings in the Blaine County Fair Department for a Fairgrounds Assistant Manager. Applicants may pick up a job description and an Application from the Blaine County Human Resource Office on the 3rd floor of the Blaine County Courthouse or from Job Service, in Havre, MT. The job description and application are also available online at www.blainecounty-mt.gov. All applicants must use a Blaine County Application. Applications must be submitted to the Blaine County Human Resource Office no later than **4:00 p.m. on May 17, 2019**

Blaine County is an Equal Opportunity Employer.

**BLAINE COUNTY
POSITION DESCRIPTION**

POSITION: Fairgrounds Assistant Manager – Seasonal

DEPARTMENT: Blaine County Fair Board

ACCOUNTABLE TO: Blaine County Fairgrounds Manager

SUMMARY OF WORK: Under the supervision of the Blaine County Fair Board and the Blaine County Fair Manager the Fair Manager Assistant manages all aspects of the fairgrounds operations including activities held at the fairgrounds, facilities operation and maintenance, promotion and support of fairgrounds events, and supervision of assigned staff.

JOB CHARACTERISTICS:

- Assisting with planned events – from organization through execution.
- Markets the annual County Fair
- Completes fundraising and sponsorship agreements to secure additional resources for the fairgrounds operation.
- Provides publicity and information as required
- Plans and implements annual maintenance and physical improvement projects at the fairgrounds with the direction of the Fair Board and/or Fair Manager.
- Assist with Fairgrounds setup and cleanup.
- Manages maintenance, office and all other assigned personnel, including security.
- Attends Fair Board Meetings and other meetings as directed by the Fair Board and/or Fair Manager.
- Acts as liaison between the Fair Board and other county youth development organizations (4-H, FFA, Livestock/Auction Committee).
- Prepares correspondence, report and documents for the Fair Board and/or Fair Manager.

- Run errands as assigned by the Fair Board and/or Fair Manager.
- Fill in for any possible “no-shows” for a variety of fair related jobs and duties.
- Assisting Fair Board and Groundskeeping staff as needed and directed by the Fair Manager.
- Completes other duties as assigned.
- Must be able to take instruction both orally and written and complete the job or task you may be assigned in a timely fashion.
- ***This list is not inclusive and may change from day to day.

REQUIRED KNOWLEDGE AND SKILLS:

Must have valid Driver’s License.

Must be able to work with the public and display a cheerful and flexible attitude.

Must have good organizational skills.

PHYSICAL REQUIRMENTS:

Sitting, standing, walking, driving, climbing ladders, squatting/kneeling, reaching, grasping, pushing/pulling, twisting/bending, and lifting/carrying up to 25 lbs. multiple times per shift, and occasionally must lift and/or move up to 50 lbs.

WORKING CONDITIONS:

Spends time indoors and outdoors, with possibility of exposure to hot or cold temperatures for one (1) hour plus. Possible exposure to distracting/uncomfortable noise levels.

**Fairgrounds Assistant Manager
Position Fact Sheet**

Work Week: Monday – Friday, 8:00 – 5:00. Modification of work week may occur depending on weather conditions and is at the discretion of the supervisor

Salary: \$11.81 per hour for new employees

Vacation Leave: Employee earns 10 hours per month (eligible for use after 180 days of continuous employment)

Sick Leave: Employee earns 8 hours per month (eligible for use after 90 days of continuous employment)

Probationary Period: 6 months

***Health Insurance, Dental & Vision Insurance and Retirement are not available for Seasonal Employees.