

**Jefferson County Position  
Description**

**Name:**

**Department:** Fair Park

**Division:**

**Position Title:** Fair Week Area Coordinator

**Pay Grade:**

**FLSA:** Non-Exempt

**Date:**

**Reports To:** Fair Park Director

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**Purpose of Position**

Organize and Lead program areas/activities involved with designated Fair operations.

**Essential Duties and Responsibilities**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- Serves as an ambassador for Jefferson County Fair
- Provides Fair Management with suggestions for Fair improvement
- Recruits and coordinates volunteers to assist with necessary aspects of program operations
- Attends quarterly Fair planning and evaluation meetings
- Oversees program operations which may include exhibit check-in and release, shows, competitions, events and daily operations.
- Ensures judging results and awards presented are accurately presented, documented and submitted to the Fair Office in a timely fashion. Award documentation includes: ribbon placing, special program awards, state fair selection, awards of excellence, champions, etc.
- Serves as an on-site unbiased decision-maker for rule enforcement, conflicts and questions throughout Fair. Reserves the right to seek further information for decision making. Decisions related to eligibility for competition should be documented and presented to Fair Management in final report.
- Works with Fair Management or identified industry personnel to assign and oversee barns/stalls/displays/exhibit areas, show operation and all other aspects of successful Fair participation.
- Oversees exhibit displays to maximize public appeal
- Maintains communication with Fair Office. (Note: Some areas have special needs. Coordinate these special needs with the Fair Office.)
- Demonstrates dependable attendance.
- Complies with County HIPAA Policies and Procedures, if applicable.
- Adheres to and promotes safety as a priority in the workplace.
- Performs other duties as assigned or that may develop.

**Additional Tasks and Responsibilities**

**While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.**

None.

**Minimum Training and Experience Required to Perform Essential Job Functions**

- High School diploma or equivalent
- Knowledge of the Fair, exhibitors and the community

- Willingness to work with volunteers
- Successful background check

### **Knowledge, Skills, Abilities**

- Ability to reliably and predictably carry out one's duties.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to speak effectively before groups of customers or employees of organization.
- Ability to work with challenging situations where clients may be hostile or aggressive.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to apply concepts of basic algebra and geometry.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations, Ability to provide advocacy for clients.
- Ability to communicate verbally and in writing with employees, volunteers, exhibitors, and guests.
- Knowledge of the Fair, exhibitors and the community
- Knowledge of laws and rules as they relate to County Fair judging.

### **Supervision**

None.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this position, the employee is regularly required to sit; use hands to finger, grasp, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand; walk; climb or balance and stoop, kneel, crouch, or crawl. Lifting, moving, pushing or pulling up to 10 pounds does not generally occur, but may occur when lifting boxes, books or paper. Specific vision abilities required by this job include close vision, color vision, depth perception and ability to adjust focus, distance vision.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this position, the employee is not regularly exposed to adverse conditions. The noise level in the work environment is usually moderate. The person may be exposed to physically or verbally abusive persons.

Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act as Amended, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand the duties of this job description and, by signing below; I agree that I can perform the duties of this position with or without reasonable accommodation.

Employee

Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources

\_\_\_\_\_  
Date