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Fairgrounds Director Position

Position Description

The Fairgrounds Director is responsible for the overall management and financial performance of the Whidbey Island Fairgrounds and Events Center, a property in Langley, WA, consisting of 13 acres and 75,000+ square feet of buildings, including: heated event and meeting spaces; unheated event spaces; commercial kitchens; a horse arena; multiple barns; restroom facilities; and, a RV/camping facility.

Additionally, the position provides direction and supervision to assigned Fairgrounds staff, including hiring and evaluating performance. Fairgrounds staff includes: a full-time Maintenance person/Campground Host; a part-time Marketing and Events Coordinator; temporary employees on an as needed basis; and, other Port staff on a temporary basis as needed. The Fairgrounds Director reports to the Port Executive Director.

The Fairgrounds Director position requires someone with strong project management skills and the ability to manage multiple projects simultaneously; excellent interpersonal and communication skills; organizational leadership and marketing skills; and, a working knowledge of the unique rural character of South Whidbey Island.

Specific Duties/Responsibilities

- Manage and supervise the Fairgrounds staff. Responsibilities include prioritizing and assigning work; conducting performance evaluations; ensuring that employees follow policies and procedures; and, maintaining a constructive, professional, and safe working environment.
- Developing and administering the Fairgrounds capital and operating budgets, including revenue forecasts, financial analysis, and expense management for the Fairgrounds; advise the Executive Director and the Port Commission on financial aspects of the Fairgrounds.
- Developing and executing plans for building repair, preventive maintenance and capital improvement projects in accordance with legal and regulatory requirements.
- Developing and implementing a marketing program for the Fairgrounds.
- Coordinating and facilitating events on the Fairgrounds.
- Developing and implementing facility safety and security plans including evacuation plans, alarms, fire prevention, safety equipment and disabled access.
- Establishing and maintaining working relationships with local governments, community organizations, etc.
- Negotiate, prepare, administer, and modify contractual lease agreements and rental agreements as required.
- Provide customer service to tenants and clients.
- Work varied hours, including evenings, weekends and some holidays.
- Other duties as required.

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Work Environment

The noise level in the work environment can be moderately loud. There are frequent interruptions and multiple demands. The employee is occasionally exposed to extreme temperatures and inadequate lighting. The employee may be occasionally exposed to chemicals, fumes, odors and dusts.

Minimum qualifications

- At least three years' experience in project management required.
- At least three years' supervisory experience required.
- Valid Washington State Driver's License required.
- Experience managing an annual budget required.
- Must live within 60 minutes commuting time from the Fairgrounds (or be willing to relocate).

Desired qualifications

- Prior experience working for a municipality (district, city, county, state); to include managing public works projects
- A four-year college degree (BA or BS)
- Valid Washington State Commercial Driver's License
- Prior property management experience
- Prior experience as an "Events Coordinator"

Compensation and Benefits

This is a full-time, exempt position. Compensation is \$55,000 per year plus reimbursable expenses such as materials and travel outside of normal operations at the Fairgrounds. The position also receives a \$500/month stipend for health care costs and a \$40/month mobile phone stipend. Position is eligible for supplemental insurance with Colonial Life, and for participation in the Port's SIMPLE IRA program with 3% Port match.

Application Information

An application should include:

- A resume that reflects your relevant experience, to include references
- A cover letter with comments on why you believe you are suited for this position
- A completed employment application
- Signed consent form, for pre-employment screening purposes. Please include a copy of current valid driver's license

ALL INFORMATION WILL BE STRICTLY CONFIDENTIAL

All application packets must be received in the Port office no later than 4:00 p.m. on Friday, February 21, 2020. All applicants will be subject to pre-employment screening and verification of information. Applicant(s) selected for a follow-up interview will be notified within two weeks, with the intention of notifying the preferred candidate shortly thereafter for immediate training and assumption of duties.