



STATE FAIR REPRESENTATIVE

0800

GENERAL DESCRIPTION OF CLASS

STATE FAIR REPRESENTATIVES plan, organize and supervise the operational activities of a specific unit of the annual state fair. These activities include hiring department staff, coordinating the publishing of show catalogs, recruiting and contracting with judges for exhibitions, and developing and maintaining a unit budget in preparation for the fair. State Fair Representatives monitor and supervise the day-to-day department activities during the fair.

DISTINGUISHING FEATURES

This is a single classification and not currently part of a series. Employees have clear procedures with specific guidelines. Answers to work questions are readily available and tend to follow a pattern.

DUTIES AND RESPONSIBILITIES

The duties listed below are not inclusive but characteristic of the type and level of work associated with this class. Individual positions may do all or some combination of the duties as well as other related duties:

1. Supervision

Hire staff and direct the day-to-day operations of the department. Manage work schedules within the specific department of operation. Manage the department in such a way it runs smoothly each day leading up to and including fair time. Recruit volunteers and assign volunteers to various hours and locations.

2. Administrative Duties

Produce annual exhibitor handbook, which includes general and department rules and policies, calendar of events, new and revised exhibitor classes, special awards and special contests. Recruit and contract with approved judges for exhibitor classes and special contests. Develop and maintain department budget. Organize fair entry processing including receipt of entries, judging, displaying, premium payout, and return of exhibits. Administer awards program. Partner with the Fair marketing section in securing sponsorships, advertising and publicity. Design and organize floor plan for exhibits, coordinate unit purchasing, secure work orders, and order needed equipment.

Work with state fair staff to establish volunteer needs. Recruit and assign volunteers to work locations. Train fair guides in the duties of their jobs. Create information manuals for fair guides. Reconcile monies received with paid, pre-fair and post fair receipt counts.

RELATIONSHIPS WITH OTHERS

Employees exchange information in person, writing, via telephone or by electronic transfer. Employees have regular interaction with agency staff members, the public, exhibitors, and industry officials on a regular basis during fair season.

SUPERVISION RECEIVED

State Fair Representatives work under general supervision of a program manager. The program manager typically reviews work in progress as well as at the conclusion of the fair.

SUPERVISION EXERCISED

Employees in this classification plan, assign, and review the work of fair employees and volunteers who work in the specific program areas of the fair. Employees evaluate the performance of workers weekly during fair, and then yearly at the conclusion of fair.

KNOWLEDGE AND SKILLS (KS)**General knowledge of:**

Principles, practices and techniques of supervision.
Subject knowledge related to the specific program area where working.

Skill to:

Apply established rules, policies, or procedures to make appropriate decisions.
Make independent judgments and decisions about a course of action to be taken.
Explain policies and procedures to staff and fair patrons.
Administer and monitor budget expenditures and make projections for future budgeting.
Organize members of a work group to accomplish tasks.
Communicate effectively with others in person and over the telephone.
Identify the nature of problems.
Find and identify essential information.
Approve requests, handle paperwork and do day-to-day administrative tasks.
Use logic and analysis to identify the strengths and weaknesses of different approaches.
Develop constructive and cooperative working relationships with others.

NOTE: The KNOWLEDGE and SKILLS are required for initial consideration. Some duties performed by positions in this class may require different KS's. No attempt is made to describe every KS required for **all** positions in this class. Additional KS requirements will be explained on the recruiting announcement.

Adopted 10/03

Revised

STATE OF OREGON
 Dept. of Administrative Services
 Human Resource Services Division