



**Job Title:** Chief Operations Officer  
**Salary:** \$95,000 - \$150,000 DOQ

**Summary:** Chief Operations Officer reports directly to the CEO. Responsible for planning, scheduling, and supervising the activities and overall maintenance and operation of the fairgrounds. Oversee new construction, remodeling projects and insures proper project management of same, as well as supervises the activities of the operations staff. Oversee the development of the annual capital budget with CFO. Work with CEO on the strategic vision and assist in the development and negotiation of contracts and various constituents. Participate in developing the Fair's Master Plan with input and support from Board of Directors and State Fair staff.

**Essential Duties and Responsibilities** include the following and may be performed personally or through subordinate supervisors. Other duties may be assigned.

- Participate in the preparation of the annual operating budget and monitor throughout the year.
- Collaborate with Carnival Contractors on record regarding operational and layout logistics.
- Develop the annual capital budget and monitor progress.
- Participate in the long range planning for future capital expenditures.
- Collaborate with governmental agencies regarding planning, construction, and life safety issues.
- Serve as liaison with architects, engineers, and contractors/subcontractors engaged in plant expansion, renovation, or other major projects. Act as point of contact in such efforts or designate appropriate staff.
- Determine building and grounds maintenance priorities of significant scope.
- Participate in the development of specifications for bidding processes on capital projects.
- Schedule and oversee various continuing maintenance programs and regulation requirements required by the government.
- Manage maintenance programs for rental properties owned by the Fair. Serve as liaison between the property management company and the Fair.
- Manage construction and building maintenance projects.
- Interview, hire and schedule full- and part-time staff.
- Perform employee evaluations, and follow-up with appropriate incumbent actions, i.e. promotion recommendations, discipline, training, etc.
- Review priorities, sign work orders and conduct daily checks on the orders.
- Maintain labor and materials records, blueprint files, and operating schedules.
- Bid projects according to company policy, and assist in negotiating various long-term and/or ongoing contracts.
- Review accidents, determine cause, and take appropriate action.
- Assist in investigation of specific legal claims against the fair.
- Attend weekly management meetings and conduct weekly staff meetings.
- Attend monthly board meetings.
- Coordinate staff between departments on set-up/tear down of events.
- Coordinate and direct the following Fair departments: fair time transportation, parking attendants, livestock parking, livestock shuttle, employee shuttles, patron shuttles (people movers), and livestock / barn crew.

**Competency:**

Must be skilled in public relations and crisis management. Must have effective oral and written skills, as well as good organizational skills, flexibility, and the ability to work well under pressure. Must have the ability to analyze situations

accurately and take effective actions with minimal supervision, with independent execution of assignments, and respond appropriately to requests, concerns and/or complaints.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education/Experience:**

College degree (BS or BA) and over 7–10 years of experience or equivalent combination of education and experience. Must have knowledge of project management methods and techniques along with budgeting skills.

**Language Ability:**

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 effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**Math Ability:**

Ability to work with mathematical concepts such as statistics and fundamentals of plane and solid geometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**Reasoning Ability:**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**Computer Skills:**

To perform this job successfully, an individual should have knowledge of Microsoft Office Suite, CAD, Blue Beam or equivalent project management and computer – aided design programmer programs.

**Supervisory Responsibilities:**

Oversee approximately 25 full-time and three year-round part-time employees. Supervise traffic and parking-related fair time department superintendents who supervise over 300 employees. Carry out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**Work Environment:**

While performing the duties of this job, the employee is frequently exposed to outdoor weather conditions. The employee is occasionally exposed to work near moving mechanical parts; work in high, precarious places; fumes or airborne particles and toxic or caustic chemicals. The noise level in the work environment is usually loud.

**Physical Demands:**

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; sit; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand; climb or balance and stoop, kneel, crouch, or crawl. During peak activity times, extra daily hours, irregular or unusual hours and periods with no days off may be required.

**How to apply:**

Interested applicants should e-mail a cover letter and resume to  
Cari Dixon, Executive Department Manager  
carid@thefair.com

All applications must be received by 4:30 PM on May 31, 2019