

Oregon State Fair & Exposition Center Position Description

JOB TITLE	Agricultural Programs Manager
EMPLOYEE'S NAME	TBD
REPORTS TO	Director/CEO Kim Grewe-Powell
DEPARTMENT NAME	Agricultural Programs

PRIMARY PURPOSE

The Agricultural Programs Manager reports directly to the Director/CEO or her designee. This position for 2021 is full-time, June – September, working in an understudy role.

This position directs, coordinates and manages all Agricultural Programs for the Oregon State Fair. The Agricultural Programs Manager is responsible for management of the Livestock, Small Animal, Horse Show exhibits, Agricultural Stage, Livestock Office and Open-Class Competitions along with coordination of all FFA and 4-H activities. The ultimate purpose of this position is to develop and implement Agricultural programs that will significantly contribute to OSFEC's growth, financial stability, and education of our patrons. This position requires a hands-on approach.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Key Overall Responsibilities

Leadership:

- Development and implement the strategic plan for the Live Animal Exhibits.
- Manage the Livestock, Small Animal, Horse Show, FFA and 4-H in a manner that encourages growth, innovation and education.
- Serve as a liaison and help coordinate all 4-H and FFA activities.
- Operate the departments within the specified budget as set forth by the CEO.

Personnel and Contract Management

- In cooperation with OSF's temporary labor provider, recruit, hire and train department superintendents, assistants and employees within department areas. Comply with all State and Federal personnel laws and administrative rules.
- Contact, negotiate and contract with non-profit groups to provide services required by any of the divisions supporting the Live Animal Departments. Manage the schedules of the groups.
- Comply with OSFEC safety rules and ensure that all staff and contractors comply.

Program Management

- Plan and coordinate Live Animal Competitions and Open-Class competitions by planning, and producing events, programs, contests, competitions, demonstrations, stage presentations, displays and activities within the Livestock, Small Animal, FFA, 4-H and Horse Show divisions. Confirm

arrangements and communicate with partner organizations, volunteer groups, associations and award sponsors. Coordinate the set-up, tear-down and storage of the department after Fair.

- Work with managers/volunteers to develop area premium books that outline the operation, rules, policies, procedures and deadlines. Make ShoWorks fully operational including entry check-in, judging and premium pay outs. The superintendent will work cooperatively with other OSF staff, contractors, volunteers and the marketing/website contractor to set schedules and deadlines for the premium book development and the schedules within the premium books. All entries must be online with fees being paid with credit cards.
- Coordinate placement of department vendors, placement of signage, exhibit placement and design, traffic flow, displays while complying with safety and fire marshal regulations. Maintain asset and inventory control procedures.
- Interact and listen to participants, groups, employees, contractors and the general public to view and balance the concerns and ideas with the department and OSF's goals to find satisfactory solutions and development.
- Responds promptly to all inquiries and questions.
- Ensure department participation databases and confidential information is processed, prepared and backed-up in accordance with OSFEC policies.
- Work cooperatively with the Oregon State Fair CEO or her designee to develop an annual department budget. It is the responsibility of each Superintendent to operate within the agreed upon department budget.
- Negotiate and contract with the manure disposal contractor. Work cooperatively with scheduling manure removal during and after the Fair.
- Negotiate, contract and manage all prizes and awards for areas of responsibility.
- Negotiate, contract and manage the street sweeping surrounding the livestock facilities. Coordinate with the operations staff the sweeping of the livestock facilities at the conclusion of the post-fair clean-up.
- Manage the Fair's consumer protection program as designed by veterinarian or other contractors designated by the CEO. Coordinate with the janitorial staff and sanitation equipment contractor with locating, cleaning, disposing of waste and replenishing water and supplies. Manage the cleaning and disinfecting of facilities and equipment before, during and after the Fair.
- Each Superintendent will be responsible for organizing a department manual that will include organizational structure; employee names/addresses/phone numbers/email addresses, department development and fair time schedule; supply and equipment lists along with contact information of vendor/employee supplying such equipment along with schedules and deadlines. It is the Agricultural Managers responsibility to provide a copy of each manual to the CEO by September 30th of each year.

Working Conditions

- This position will experience long hours prior to, during and post Fair. The individual will experience numerous hours of sitting, standing and walking on hard surfaces. Lifting objects weighing twenty pounds or more may be required. The individual must be able to address the needs of angry guests, participants, employees, contractors and volunteers in a diplomatic fashion.

Supervision

- Directly supervises a number of OSFEC full-time, part-time, temporary employees, volunteers and OSFEC contractors over a wide variety of disciplines to accomplish and fulfill the assigned functions and responsibilities.
- Communicates responsibilities and deadlines in advance to assigned staff and contractors.

Other Duties as Assigned

- Perform additional duties as assigned by the Director of Operations and Director/CEO.

MINIMUM QUALIFICATIONS AND EXPERIENCE

- Any combination of education and experience equivalent to the successful completion of a Bachelor’s degree from an accredited college or university and/or five years of increasingly responsible experience in fair, event or exhibition management, including two years of supervisory responsibility.
- Experience and relationships within the Ag industry beneficial.
- Must pass criminal and financial background check.
- Must enter into a non-disclosure/confidentiality agreement.
- Courses are beneficial and encouraged that enhance the professional development of the employee, such as courses offered by the IAFE Institute of Fair Management, Western Fairs Association, Oregon Fairs Association Cascade Employers Association, and others.

SPECIALIZED EQUIPMENT & SOFTWARE PROGRAMS

- Microsoft Outlook, Word, Excel
- Adobe Sign
- ShoWorks
- Business phone system
- Motorized and non-motorized tools and equipment

PHYSICAL DEMAND

- **The physical effort typically applied in this job includes (check all applicable boxes):**

<input checked="" type="checkbox"/> Lifting	<input checked="" type="checkbox"/> Pulling	<input checked="" type="checkbox"/> Reaching	<input checked="" type="checkbox"/> Manipulating
<input checked="" type="checkbox"/> Carrying	<input checked="" type="checkbox"/> Pushing	<input checked="" type="checkbox"/> Shoveling	<input checked="" type="checkbox"/> Keying/typing
<input type="checkbox"/> Other (specify)			

- **Typical lifting and the frequency of application:**

Amount of Effort Applied	% of Time Effort is Applied			
	Less than 15%	15% to 40%	40% to 70%	More than 70%
Less than 1lb.				X
Between 1 & 5 lbs.				X
Between 5 & 25 lbs.				X
Between 25 & 60 lbs.				X
More than 60 lbs.			X	

- The typical work positions for this position (check those applicable):

<input checked="" type="checkbox"/>	Sitting	<input checked="" type="checkbox"/>	Standing	<input checked="" type="checkbox"/>	Walking
<input checked="" type="checkbox"/>	Stooping	<input checked="" type="checkbox"/>	Bending	<input checked="" type="checkbox"/>	Confined
<input type="checkbox"/>	Other (specify)				

MENTAL OR VISUAL DEMAND

<input checked="" type="checkbox"/>	Concentrated mental and/or visual attention; the work involves performing complex tasks to very close accuracy and quality specifications; or a high degree of hand and eye coordination for sustained periods.
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WORKING CONDITIONS

- Identify the kinds of disagreeable elements incumbent would typically be exposed to in the work area (check all applicable boxes):

<input checked="" type="checkbox"/>	Dust	<input checked="" type="checkbox"/>	Dirt	<input checked="" type="checkbox"/>	Heat	<input checked="" type="checkbox"/>	Cold
<input checked="" type="checkbox"/>	Fumes	<input checked="" type="checkbox"/>	Noise	<input checked="" type="checkbox"/>	Vibration	<input checked="" type="checkbox"/>	Rain
<input checked="" type="checkbox"/>	Sun	<input type="checkbox"/>	Other, specify				

- Position’s physical surrounding description:

<input checked="" type="checkbox"/>	Work is typically performed under reasonably good working conditions; while exposure to the elements will occur.
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OSFEC EMPLOYEE HANDBOOK

- The employee is required to read, sign and comply with the OSFEC Employee Handbook. The employee agrees to comply with all rules and policies outlined in the OSFEC Employee Handbook regardless whether they are conducting work on the OSFEC property or representing OSFEC at locations away from OSFEC property.

ATTENDANCE

- The individual holding this position must comply with the attendance requirements as specified in the Employee Handbook under “Punctuality and Regular Work Attendance.”

SAFETY

- The employee in this position is expected to comply with company safety standards as specified in the OSFEC Employee Handbook and the General Safety Procedures provided. JSA attached.

DRIVING

- This position may be required to drive their personal vehicles, if so, the employee will provide to the Director/CEO proof of valid insurance in amounts specified by the Director/CEO or his designee. If driving is required, the employee must possess a valid Oregon driver’s license.
- Does this position require the employee to drive on company business? Yes No

Amount of Driving in this position	% of Time Driving			
	Less than 10%	10% to 30%	30%-70%	70%+
% Driving Monthly		X		

FLSA STATUS

- Exempt - Salaried – Not Eligible for Overtime

EEO CLASSIFICATION - This section should be completed by the Human Resources Department. It classifies positions for specific state and federal reporting requirements.

<input type="checkbox"/>	Executive/Senior Level Managers (1.1)	<input checked="" type="checkbox"/>	First/Mid-Level Managers (1.2)	<input type="checkbox"/>	Professional (2)	<input type="checkbox"/>	Technician (3)
<input type="checkbox"/>	Sales (4)	<input type="checkbox"/>	Administrative Support Workers (5)	<input type="checkbox"/>	Craft Worker (6)	<input type="checkbox"/>	Operative (7)
<input type="checkbox"/>	Laborer (8)	<input type="checkbox"/>	Service Worker (9)				