AGENDA ITEM FOR ADMINISTRATIVE MEETING ( ) Discussion only
(X) Action

FROM (DEPT/ DIVISION): Human Resources

SUBJECT: Creation of Position

Background: Approval is sought to create a new position - Sponsorship/Activity Coordinator for the Umatilla County Fair.	Requested Action: Approve Creation of Position

ATTACHMENTS : Proposed Job Description; Cost Estimate

Date: (November 21, 2016) Submitted By: Human Resources

**********For Internal Use Only**********

Checkoffs:

( ) Dept. Head (copy)
( ) Budget (copy)
(X) Legal (copy)
( ) (Other - List:)

To be notified of Meeting:
Jennifer Blake

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Scheduled for meeting on: November 23, 2016

Action taken:

UMATILLA COUNTY POSITION DESCRIPTION

Department: Board of Commissioners

Employee Name:

Division/Section: Umatilla County Fair

Position Title: Sponsorship/Activity Coordinator

Job Series: Management **Salary Range:20**
Union Covered: No **BOLI Exempt: No**

MISSION STATEMENT FOR THIS POSITION

The primary mission for this position is to secure sponsorships and funding for the Umatilla County Fair

GENERAL DESCRIPTION OF POSITION

Responsible the development and maintenance of Umatilla County Fair sponsorships. Development and implementation of approved advertising/marketing program. Coordinating Fair and facility use needs.

SUPERVISORY RELATIONSHIPS

Is directly supervised and evaluated by the Commissioner assigned liaison, who will consult with the Fair Board. Exercises supervision over and is directly responsible for compliance of policy by all Fair employees (regular or part-time/temporary/volunteer).

PRINCIPAL DUTIES OF POSITION

1. Develop sponsorship agreements for presentation and approval to the UCF Board.
2. Develop and Implement a UCF advertising and marking plan for approval by the UCF Board.
3. Coordinate UCF activity and facility use throughout the year in accordance with UCF needs.
4. Insure timely submission of related personnel and financial reports as required by Umatilla County.
5. Must work collaboratively with UCF Board, staff, community partners and volunteers in coordinating sponsorships, marketing, and organizational activities.
6. Work to develop secondary entertainment sponsorships as identified by the UCF Board.
7. Develop and implement office policies and procedures.
8. Serve as UCF Liaison to EOTEC staff.
9. Attend UCF Board meetings.
10. Reports issues, events or occurrences and public input regarding the Fair to the UCF Board
11. Other duties as assigned

REQUIREMENTS FOR POSITION

High School Diploma/GED is required. Previous experience in marketing and sponsorships required. Ability to work well with the public. Office management and demonstrated supervisor skills required. Excellent verbal and written communication skills. Valid drivers' license required. Computer proficiency required. Experience creating and maintaining web pages preferred (or the ability to learn). A background either as a participant or employee in

a 4-H program, rodeo, fair or FFA is strongly preferred. Be able to complete multiple tasks in a timely manner.

PHYSICAL DEMANDS:

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

While performing the duties of this job, the employee is frequently required to walk, sit, bend, climb stairs, talk and hear. The employee is required to use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.

Employee must be able to transport themselves to travel throughout the community to visit businesses and secure sponsorships.

The employee may occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability and adjust focus.

Ability to work occasional long hours, some evening and weekends.

TOOLS AND EQUIPMENT USED:

Computer, including word processing, data base, Internet, and spreadsheet programs; calculator, telephone, copy machine, fax machine and postage machine.

WORK ENVIRONMENT:

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

While performing the duties of this job, the employee works in an office environment; during fair the employee will work outside in weather conditions, typically in the high temperatures

Employee will also spend time traveling throughout the community in all weather conditions to visit businesses and secure sponsorships.

The noise level in the work environment will vary depending on special events.

This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related to, or logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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Employee's Signature/Date

Back to Ind **2015-2016**

ORG KEY **4042**

DEPT/DIVISION NAME **FAIR**

ORG KEY	DEPT NAME	POSITION CONTROL NUMBER	POSITION TITLE	UNION CODE	RANGE	STEP	HIRE DATE	year end yrs/svc	YEAR END YRS/SVC	TERM DATE	NAME	ID # (SSN)
Object Code												
Totals												
4042	FAIR	FAIMGR01		CHEX	20	2	12/01/16	-0.422	0		FAIR & SPONSOR COO	

w	DATA ALLOW	BOOT ALLOW	OVERTIME	TOTAL ANNUAL	FICA	MDCR	PERS MATCH	PERS PICKUP	PERS BOND	UNEMP	WCI HRLY	WCI PREMIUM	MEDICAL I
	51080	51070	51040		51100	51105	51200	51205	51210	51300	51400	51405	51500
	-	**-**	**-**	**44,026**	**2,730**	**638**	**1,854**	**2,642**	**3,522**	**44**	**37**	**57**	**24,219**
	0	0	-	44,026	2,730	638	1,854	2642	3522	44	37	57	24,219

LIFE INS	OCCUP LIFE	LIFE FLIGHT	HRA	HRA SHUN SHIFT	TOTAL POSITION COST	Osort	
51505	51600	51510	51525	51525			LEAVE THESE ROWS AS IS
178	**-**	**45**	**600**	**-**	**80,593**		LEAVE THESE ROWS AS IS
178	0	45	600	0	80,593	234	