

CHESTERFIELD COUNTY FAIR ASSOCIATION, INC. JOB DESCRIPTION - GENERAL MANAGER

This job description has been designed to indicate the general nature and level of work performed by the General Manager of the Chesterfield County Fair Association, Inc. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and responsibilities assigned to the job.

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES:

Plan, supervise and coordinate services, educational programs and entertainment/attractions for Fair activities on the Fairgrounds including event support, facility/equipment maintenance and repair, grounds maintenance, security and custodial services; and any needed logistical support services. Specifically, the General Manager will ensure that fiscal, operational, fundraising, marketing, technological and program strategies are effectively implemented across all segments of the Fair. The General Manager will work with the Board of Directors toward the achievement of this organization's philosophy, mission, strategy, annual goals and objectives.

SUPERVISION RECEIVED:

This position will work under the direction and control of the Board of Directors of the CCFA. The Board of Directors will provide guidance and suggestions to the General Manager. The Board of Directors will annually evaluate the performance of the General Manager.

DUTIES:

1. Comply with the By-laws of the Chesterfield County Fair Association, Inc. in carrying out duties.
2. Perform duties in compliance with the most current annual Budget and Budget Guidelines as approved by the Board of Directors of the Association. Prudently manage the organization's resources within the budget guidelines according to current laws and regulations.
3. Oversee the general supervision of the Chesterfield County Fair and/or any other events that may occur during the year pertaining to the mission of the CCFA in a professional matter at all times.
4. Maintain the staff by recruiting, recommending, orienting, and training an Assistant Manager, Indoor Vendor Manager, Department Supervisors and/or project leaders as directed by the Board of Directors. Maintain a safe, secure, and legal work environment while helping to develop personal growth opportunities for volunteers, CCFA members, potential members and other non-profits. Foster team development efforts by communicating job expectations. Plan, monitor, and appraise job results. Coach and encourage volunteers and CCFA members. Support and motivate the CCFA team. With the supervision of the Board of Directors, help develop, coordinate, and enforce policies and procedures to produce desired results.

5. Cultivate a strong and transparent working relationship with the Board of Directors ensuring open communications to promote methods of measurement to assess performance toward stated goals and milestones.
6. Negotiates all contracts involving the disbursement of money for the annual fair per the guidelines of the By-laws regarding valid contracts.
7. Oversee the Assistant Manager and/or Indoor Vendor Manager in contract and rental agreements.
8. Submit all funds received without, any offset, to the Treasurer per the guidelines of the By-laws. Submit all invoices for payment to the Treasurer per the guidelines of the By-laws.
9. Ensure that the flow of funds allows CCFA to make continuous progress toward the achievement of its mission and that funds are allocated properly to reflect present needs and future potential.
10. Provide a written status report to the Board of Directors at each meeting, or when requested, regarding activities, ongoing projects, expectations and costs.
11. Maintain professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; attending other fairs and festivals; and targeting state-of-the-art practices for non-profits and fair associations for possible inclusion in the CCFA and its Fair.
12. Organize the work schedule for the fairgrounds to assure the completion of regular assignments, as well as provide adequate coverage for special projects to ensure all work is completed on a timely basis.
13. Determine what supplies and equipment may be needed and make requests for such acquisitions per the guidelines of the By-laws. Monitor the use of tools and equipment to ensure adequate resources. Maintain appropriate property inventory for the fairgrounds. (i.e. picnic tables, signage, equipment, pens, tools, etc.)
14. Respond in a timely manner to inquiries from the general public, clients, and vendors regarding complaints, concerns, or questions related to programs and activities of the Fair.
15. Ensure that contract employee records are accurately kept and reflect actual hours worked. Ensure that contract employees are accurately compensated by the Treasurer in a timely manner.
16. Work with designated personnel, CCFA Board of Directors, as well as CCFA legal counsel to review any agreements with the Chesterfield County government regarding property or properties of the CCFA and its usage, restrictions and any addendums as needed, including but not limited to, permanent structures and payment of utility services. Maintain an open communication with the necessary county government departments.

17. Work with the Board of Directors and committee members to develop specific programs, products, services and projects relating to the Fair such as premium catalog book, issuing passes, food vouchers, website, and membership list.
18. Develop and maintain written policies and plans for successful operation of the Fair as approved by the Board of Directors to include marketing, branding, and strategies to ensure consistency throughout the organization and enhance revenue.
19. Attend all meetings of the CCFA Board of Directors and other committee meetings as requested by the committee chair unless excused.
20. Keep all official documents in a safe, professional manner ensuring the utmost confidentiality of these documents and their interested parties unless directed otherwise by the Board of Directors.
21. Turn over to subsequent General Manager, all documents (including information stored on a computer), paperwork, contact information, contracts, etc. relating to the operation of the Fair within 30 days of vacating position per the guidelines of the By-laws.
22. Perform other duties as assigned.

Application for General Manager or Assistant General Manager

The Board of Directors of the Chesterfield County Fair Association, Inc. welcomes your interest in the position of General Manager/Assistant General Manager of the Chesterfield County Fair. All applications for either position must be submitted to our mailing address listed above and postmarked no later than October 1st. Applications submitted after that date or not mailed as directed will not be considered. Attach a separate sheet of paper if additional space is needed. Per our By-laws, you must be a resident of Chesterfield County and a member of CCFA upon acceptance of this job.

Name: _____

Address: _____

Phone Numbers: _____

Email Address: _____

If currently employed, may we contact your employer? _____

If yes, please give name, address & phone number of employer. _____

Have you ever worked or volunteered with the Chesterfield County Fair? _____

If yes, when, and in what capacity? _____

What management experience do you have? _____

What experience do you have in negotiating contracts? _____

What skills do you possess that would make you a successful General Manager of the fair?

Have you ever been charged with any law violations other than minor traffic violations or been the subject of disciplinary action alleging misconduct?

Yes _____ No _____ If yes, please explain and give dates. _____

References (List 3 people not related to you who have known you at least one year.)

Name	Email	Phone #	Relationship
------	-------	---------	--------------

Education: _____

Work Experience (previous 10 years): _____

Please attach a short paragraph (no more than 500 words) describing your vision for the Chesterfield County Fair to allow it to grow and yet keep its roots firm as a century-old family tradition.

Being General Manager is a very time-intensive job. Please be sure you have read the job description and fully understand the work involved with this position prior to submitting your application. Your presence at the fairgrounds is required not only during the length of the fair but also for the week before and after the fair. You may find it helpful to read the By-laws of the Chesterfield County Fair Association, Inc. which are available on our website (www.chesterfieldcountyfair.org).

Signature: _____ Date: _____