



Muscatine County Fair  
101 N. Clay Street  
West Liberty, IA 52776  
319-627-2414

## Job Description, Fair Manager

### Job Overview

Location: West Liberty, IA

Post Date: 6/10/19

Employment Type: Full-Time, Exempt

Industry: Non-Profit

Pay Range: \$45,000 - \$60,000

**Reporting relationships:** Reports directly to the Muscatine County Fair Board

### Summary/Objective

Manages all day-to-day operations of the Muscatine County Fair. Accurately computes, classifies, and records numerical data to keep financial records complete. Performs any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. Serves as an auditor, ensuring that invoices are accurate and that proper accounting procedures are followed to reflect the receipt of payment for goods and services completed by the organization. Responsible for the receipt and accounting of funds being paid to the organization, including all fundraising transactions. Ensures all proper licenses, permits, tax forms, and financial forms are filed with appropriate authorities. Facilitates and attends meetings of the Board of Directors. Manages all fundraising, sponsorships, and revenue strategies. Functions as the point person for the Muscatine County Fair with fair patrons and external organizations.

### Essential Functions

1. Federal, State and Local compliance.
  - Ensure Board of Health, Liquor, Sales Tax and any other applicable permits are current. Reapplications are to be submitted at least 1 month before expiration.
  - Ensure 5015c designation is current, reapplication submitted 6 months before expiration. Track all applications progress and update Exec Bd until approved doc is in hand.
2. Personnel management
  - Establish a budget for personnel payroll and manage part-time staff to meet payroll budget.
  - Schedule all part-time staff and assign and prioritize tasks.
  - Maintain all payroll paperwork and administer paychecks.
3. Monthly/Special Board meeting Coordinator and Exec Board Coordinator.

- Prepare Secretary's Report, Treasurer's Report, Reports of Officers and Committees, and put together with Board Packet.
  - Prepare /send out meeting notifications along with past meeting minutes
  - Send weekly communication to Exec Board with accomplishment, numbers, bottlenecks, schedule.
  - Attend Annual Appropriation Meeting for the County Supervisors. Attend Supervisor's Meetings as needed, at a minimum bi-annually.
4. Event Management
- Maintain all marketing related to facility rentals including brochures, web site info, Facebook.
  - Promote the facilities and run specials and marketing campaigns to spur rentals.
  - Meet potential patrons, show facilities, execute rental contracts, collect rent and deposit.
  - Inspect facilities post event. Coordinate with cleaning staff.
5. Fair
- Perform all tasks and duties needed throughout the year to promote and host a successful and profitable fair.
  - Attend the State Fair Conference in December.
  - Compile entertainment options and present to the Fair Board for selection.
  - Execute and maintain all contracts with fair vendors, entertainers, campers, etc.
  - Set fair schedule and promote and market the fair with a comprehensive marketing plan.
  - Extend hours during the fair and the week prior and after to ensure completion of all necessary tasks.
  - Manage all superintendents and host necessary meetings throughout the year to coordinate necessary tasks.
  - Manage all volunteers and host necessary meetings throughout the year to coordinate necessary tasks.
6. Fiscal Management
- Review all invoices for appropriate documentation and approval prior to payment.
  - Print and obtain signatures on all accounts payable checks.
  - Distribute signed checks as required.
  - Answer vendor inquiries as needed.
  - Maintain all accounts payable reports, spreadsheets and corporate accounts payable files.
  - Applies customer payments and researches and solves payment discrepancies.
  - Process credit card payments and credits.
  - Makes adjustments to accounts as needed and consult with accountant for feedback and guidance.
  - Prepare invoices, daily deposits, prepares and signs checks and performs back reconciliations.
  - Perform filing and copying.
7. Fundraising and Sponsorships
- Establish and edit sponsorship tiers each year for Fair sponsorships.
  - Sell sponsorships throughout the year to cover the expenses of the Fair.
  - Participate in fundraising for building restoration, capital campaigns, and miscellaneous funding needs.
  - Manage donor relationships and cultivate targets for a long-term giving plan.
  - Manage donor recognition program.

- Assess endowment and investing options and make recommendations to the Board.

**Competencies**

- Problem Solving/Analysis
- Organizational Skills
- Customer/Client Focus
- Results Driven
- Flexibility
- Financial Management
- Ethical Conduct
- Accuracy/Thoroughness

**Supervisory Responsibility**

This position has supervisory responsibility for all part-time staff and grounds keepers including task guidance, coaching, disciplinary action, annual performance appraisals and recommending increases to salary.

**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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to sit, climb, balance, stoop, kneel, crouch or crawl. The employee must frequently lift and move up to 10 pounds and occasionally lift and move objects up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Position Type/Expected Hours of Work**

This is a full-time position.

**Travel**

No travel is expected for this position.

**Required Education and Experience**

High school diploma or equivalent. An Associate's Degree and/or Bachelor's Degree is highly recommended. Three to five years previous experience.

**EEO Statement**

The Muscatine County Fair believes in equal employment opportunity for all employees and applicants for employment. Our company's success depends on the effective utilization of qualified individuals regardless of their race, creed, color, religion, sexual orientation, age, ancestry, national origin, disability, military or veteran status or any other characteristic protected by law. We will not discriminate on the basis of these characteristics in a personnel action including, but not limited to, hiring, training, promotions, transfers, demotions, benefits, compensation, discipline, termination and any other conditions or privileges of employment.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time to adjust and adapt to the changing needs of the business.

*I have read and understand that the statements above are a description of the functions assigned to my position.*

Employee Signature: \_\_\_\_\_ Date

Fair Board President Signature: \_\_\_\_\_ Date