



Fair Manager shall be appointed annually by the Logan County Board of County Commissioners and shall serve as a liaison between the board of County Commissioners and the Fair Board. The Fair Manager shall be an Ex Officio member of the Fair Board and shall represent the Logan County Board of County Commissioners at all Fair Board Meetings. The Fair Manager together with the Fair Board president shall represent the Fair Board in communication with the Board of County Commissioners.

EXPECTATIONS:

Responsible for the preparation and conduct of the County Fair and related activities. Must attend monthly meetings and be on-site the week of the County Fair.

Seek advice, council and support of the Fair Board regarding all aspects of the fair.

Seek input from sponsors, exhibitors, concessionaires, entertainers and the public and relay their suggestions to the Fair Board and Logan County Board of County Commissioners.

Will work specifically to find/renew a Carnival contract and aide in the process to determine an agreement that will be reviewed by County Attorney and approved by the Logan County Fair Board and on to Logan County Board of County Commissioners. Responsible for final payment being within the guideline of the contract.

Expected to prepare a yearly budget for the Logan County Fair within the August/September timeframe. This includes working with all Fair Board members for their specific event, ensuring each event stays within their budget by reviewing this at monthly and/or quarterly meetings.

Must review and approve, in writing, all Fair Board expenditures previously approved by the Fair Board, and submit individual expense vouchers to the Finance office for the Board of County Commissioners final approval. Will communicate with Fair Administrative Assistant to prepare expense vouchers based on bills presented.

Must understand current contract terms as well as be aware of expiring contracts. Expired contracts must be renewed or opened for bids. Present to BOCC for approval during a Business Meeting once Fair Board has approved. Ensure contract payments are available the night of each event.

Responsible for coordinating and directing camping procedures for livestock exhibitor camping. Must attend camper lottery drawing that is annually held on the second Friday in July. Will assist campers during move-in day (Saturday prior to week of fair).

Will attend the Junior Livestock Sale and purchase an animal based on budgeted amount.

Expected to work closely with the Fair Administrative Assistant and Fair Board members. Will check in frequently and keep open communication to ensure all aspects of the County Fair and related activities are conducted properly.

Will aide LC Fair President and Fair Administrative Assistant with agenda topics for each meeting. Will follow up on all action items that are tabled.

Hold Fair Board Members accountable to stay on track with deadlines.

Fair Board purchasing must comply with the Logan County Purchasing Policies and Procedures. (A copy of the purchasing policy will be provided.)

Follow Parliamentary Procedures during the Fair Board meetings and hold Fair Board Members to those standards.

Fair Manager shall be appointed by the Logan County Board of County Commissioners during the month of October. Should the Logan County Board of County Commissioners fail to appoint the Fair Manager at that time, the incumbent shall serve until re-nominated or replaced.