



**NORTH DAKOTA  
CLASS DESCRIPTION**

ND Human Resource Management Services  
Phone: (701) 328-3290

Class Code(s): 0940

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**ASSISTANT STATE FAIR MANAGER**

GRADE O

**SCOPE OF WORK:**

Work involves assisting the State Fair Manager in the production of the annual North Dakota State Fair and operation of the year-round business of the North Dakota State Fair Association and the All Seasons Arena Commission.

**DUTIES PERFORMED:**

- Represent the agency in the absence of the Director and assume responsibility for all operational activities.
- Manage all agency staff including administrative staff and maintenance staff responsible for maintaining and repairing all facilities and grounds including buildings, parking lots, grandstand, etc.
- Hire, train, evaluate, and supervise all staff; facilitate and assist with staff meetings.
- Develop, implement, and maintain operating procedures for staff in assigned functions to ensure efficient and effective operation.
- Supervise contract workers.
- Supervise and evaluate Fair and non-fair event; develop and implement set-up procedures for all events; schedule all event changeovers.
- Assist with the development and maintenance of the budget; compile and analyze data necessary to determine budgeting needs; monitor and approve expenditures.
- Establish building and equipment contract rental prices.
- Purchase and maintain supply of event equipment; maintain inventory.

<p>NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.</p>
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**MINIMUM QUALIFICATIONS:**

Requires six years of work experience in the operation and maintenance of facilities that included responsibility for budget and management of staff. College level course work in business or public administration or in a technical field related to facilities management may substitute for up to four years of the work experience requirement on a year-for-year basis.

Eff. Date: 12/08

Rev: 9/11 revised scope of work, duties, minimum qualifications, and grade to better reflect duties assigned.

Rev: 7/12 – Conversion to Hay System