



**Class Title:** Director, Western Sports Park  
**Department:** Western Sports Park  
**Merit Status:** Exempt  
**FLSA:** Exempt

**Class Code:** 9518  
**Grade:** 27  
**Eff. Date:** 01/14/04

## GENERAL PURPOSE

This is an appointed (at-will) position under the administration of the Davis County Commission. Under broad policy guidance and direction from the County Commission, performs professional and administrative duties in the planning, development and direction of the Davis County Western Sports Park (WSP), the County Fair and other events.

## EXAMPLE OF DUTIES

Supervises department personnel; hires employees in accordance with the Davis County Merit System Ordinance, applicable employment laws, and all County Policies and Procedures and practices; ensures necessary training of new employees and prepares employees for job assignments; assigns, schedules, and monitors the work of subordinate staff. Conducts performance appraisals and disciplines employees in compliance with County Policies and Procedures and practices.

Develops and implements policies and administrative procedures relating to WSP activities and operations; develops organizational goals, objectives, and plans.

Directs the processing of personnel actions, requests to hire, purchase orders, and expenditure vouchers in accordance with all policies, procedures, and practices.

Prepares and monitors department budget; controls, monitors and approves budgetary expenditures and ensures compliance with approved budget; implements policies and procedures to maximize revenues and to ensure proper fiscal management. Takes reasonable and necessary action to protect County property against loss and waste through negligence or dishonesty.

Plans, organizes and schedules county fair and all related activities, and other special events; ensures activities, projects and services are completed on schedule and with satisfactory quality; advertises fair to public and participants; prepares fair premium book; contacts businesses and organizations and solicits support, participation, and sponsorship funding; assigns space to exhibitors; secures and negotiates contracts with exhibitors, vendors, contractors, and entertainment acts. Supervises contractors, exhibitors, vendors and participants in fulfilling contractual obligations.

Develops standards and procedures for maintenance and operation of WSP facilities; directs the operations of facilities in compliance with all federal, state, and local requirements including health, fire, sanitation and safety codes. Organizes, directs, and participates in preparing and maintaining grounds and facilities for WSP activities and county fair; prepares and supervises events set-up and take-down activities. Directs securing of building windows and doors after daily business and special activities.

Rents buildings to individuals and groups; ensures collection of rent and deposits; promotes use of WSP through a variety of media.

Attends fair and makes decisions necessary to accommodate situations which arise; maintains records of activities vendors, winners, revenue and expenses of fair; orders and supervises awarding of prizes and premiums.

Consults and advises the County Commissioners on WSP events and activities including the annual County Fair. Attends meetings and provides staff support and information to the Fair Board. Meets with groups associated with fair; supervises recording of minutes, and handles correspondence and coordination with groups. Works closely with Fair Board to organize and plan yearly County Fair.

Operates a motor vehicle in a safe manner and in compliance with all Utah laws and regulations.

Performs related duties as assigned.

## MINIMUM QUALIFICATIONS

### 1. Education and Experience:

Graduation from a college or university with a Bachelor's Degree in business or public administration, management, public relations, or a closely related field, plus five (5) years of full-time work experience in a closely related field, two (2) years of which must have included progressively responsible administrative and supervisory duties; or an acceptable combination of education and experience.

### 2. Special Qualifications:

Educational emphasis and/or work experience in event management, planning, marketing, finance, or public relations.

Furnish personal transportation for on-the-job travel; employees driving a personal or a County vehicle for job related travel must possess a valid driver license and must operate a motor vehicle in a safe manner; new employees with an out-of-state license must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents).

Employees driving a personal vehicle while on county business must maintain the minimum vehicle liability insurance as specified in the Utah Code.

### 3. Necessary Knowledge, Skills, and Abilities:

**Knowledge of:** principles, practices, procedures and physical requirements in staging fairs, trade shows, conventions and special events; management practices of convention/cultural center and stadium facilities; business practices pertaining to setting fees and contractual arrangements; accounting principles and cost benefit analysis; application of principles and practices of effective management and supervisory theory and communication; effective marketing practices; facilities management; County policies, procedures, and practices.

This position may require the driving of a motor vehicle; skill in operating a motor vehicle in a safe manner; ability to insure motor vehicle is operating in a safe manner; knowledge of Utah motor vehicle rules and regulations.

*Skill in* public relations and public speaking.

*Ability to:* properly manage and maintain annual budget within approved budget; effectively raise funds; supervise, assign and evaluate the work of others; ensure necessary staff training; impose disciplinary action as necessary; prepare and present effective reports and oral presentations; work with minimal supervision; set priorities; exercise sound judgment, discretion, confidentiality, and personal responsibility; work with diverse groups; identify, analyze and solve problems; prepare and present effective reports; interpret, read, and work from sketches, diagrams, and contracts; make cost estimates of time and materials needed for projects; use computer hardware and applicable software; lift, carry, move objects weighing up to 50 lbs.; travel to various locations within the state and outside of the state of Utah; communicate effectively (both orally and in writing); follow written and oral instructions; establish and maintain effective working relationships with supervisors, employees, Fair Board members, other agencies and the general public.