

MANAGER NEEDED:

A highly motivated, hard-working individual, computer skills required, an understanding and knowledge of the importance of the agricultural industry in the area, and management and communication experience are necessary. Must be willing to work flexible hours.

Pick up applications: *Payne County Expo Center* Mon-Thurs. 8 am-4:00 pm
Please No Phone Calls

JOB TITLE AND DESCRIPTION

Payne County Expo Center Manager

POSITION LOCATION:

Payne County Expo Center

NATURE OF POSITION:

The Manager is hired by the Payne County Fair Board and reports directly to that board. The Manager is responsible for the overall leadership, strategic direction, and operational management of the Payne County Fairgrounds and Expo Center.

This role oversees all aspects of the facility, including event planning, vendor relationships, community engagement, financial management, and staff supervision. The Manager ensures the fairgrounds operate efficiently by meeting with the staff regularly, and fosters positive relationships with the community, partners, and stakeholders. This position works collaboratively with the Payne County Fairboard and stakeholders to achieve the organization's mission.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Oversee maintenance of building and grounds.
- Represent the Payne County Fairgrounds and Expo Center in public forums, building strong relationships with local businesses, community leaders, and government officials.
- Build and maintain positive relationships with community groups, sponsors, and stakeholders to enhance the facility's reputation and community presence.
- Develop and implement a comprehensive marketing and outreach strategy to promote the Payne County Expo Center and Fairgrounds.
- Oversee the planning, marketing, and execution of all events hosted at the Payne County Expo Center, including fairs, festivals, livestock shows, concerts, and other community activities.
- Supervise groups using facilities to enforce adherence to rules and regulations.
- Recommend the employment and termination of needed employees.
- Recruit, train, and supervise staff and volunteers, fostering a collaborative and results-oriented culture.
- Ensure compliance with local, state, and federal regulations, including health and safety requirements.
- Develop and manage an annual budget, ensuring sound financial practices and maximizing profitability.
- Provide monthly updates to the Payne County Fair Board on key operational and financial matters, including recommendations for growth and improvement.
- Ensure effective communication and teamwork across all departments.
- Ensure high-quality customer service is provided to all event participants and visitors.

REQUIRED QUALIFICATIONS:

- Bachelor's degree in a related field is preferred or equivalent combination of education, training, and experience in related field.
- Must have an understanding and knowledge of agriculture in this area and the important impact it has.
- Strong organizational, leadership, and communication skills.
- Ability to work flexible hours, including evenings, weekends, and holidays, depending on event schedules.
- Experience with equipment and small construction (welding, carpentry and electrical) is highly desirable.
- Use of a personal vehicle is required. Mileage will be provided for use of personal vehicle at the state rate.
- Must have a valid Oklahoma driver's license.
- Requires competent computer skills, the use of Microsoft Office 365, such as word, excel, or comparable software programs.

SALARY/BENEFITS:

Salary is \$62,000 - \$66,000 commensurate with education or experience. Health, dental, and vision; vacation/sick leave; paid holidays provided and retirement benefits.

APPLICATION PROCEDURE:

Applicants should send applications, resume, cover letter, and a list of three references with addresses to:

**Payne County Expo Center
4518 Expo Circle E
Stillwater, OK 74075-8773**

****ALL THE ABOVE ARE REQUIRED****

The position will remain open until November 15, 2024, at 4:00 p.m. or until a suitable candidate is hired. Finalists will be interviewed by the Payne County Fair Board.

Application for Employment

Please type or print in ink

Last Name as shown on Social Security Records	First	Middle
Address		
Social Security Number	Home Phone () Work Phone ()	List any relatives working for this county: Name: Department:
Are you legally entitled to work in the United States? Yes No Documentation of your identity and employment eligibility must be provided upon hire as required by the Immigration Reform and Control Act of 1986.	Are you at least 18 years old? Yes No Date of Birth:	Expected length of employment <input type="checkbox"/> Less than 6 months <input type="checkbox"/> 6 months – 1 year <input type="checkbox"/> 1 – 2 years <input type="checkbox"/> 2 years or more Dates available:
Type employment preferred: <input type="checkbox"/> Office/Clerical <input type="checkbox"/> Technical/Paraprofessional <input type="checkbox"/> Service/Maintenance <input type="checkbox"/> Trades <input type="checkbox"/> Temporary <input type="checkbox"/> Full time <input type="checkbox"/> Part time	Have you ever been convicted for any violation of the law other than for minor traffic violations? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, please explain): A conviction record in and or itself will not necessarily bar an applicant from employment Were you previously employed by this county Yes No Do you have a valid driver's license in this state Yes No License Number: _____ State: _____	

Education

School	Name of School	Course of Study	No. of Years Completed	Did you Graduate?	Hours/Degree or Diploma
High School or GED					
Business/Trade/Technical					
College					
Graduate					

If you have had military experience, you are encouraged to list any job skills you acquired which could help you qualify for Jobs.

Payne County in compliance with Title VI and VII of the Civil Rights Act of 1964, Executive Order 11248 as amended. Title IX of the Education Amendments of 1972. American with Disabilities Act of 1990, and other federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, disability, or status as a veteran in any of its policies, practices or procedures. This includes but is not limited to admissions, employment, financial aid and educational services.

EMPLOYMENT EXPERIENCE Please list at least the last 10 years of employment beginning with current or most recent employment first. A resume may be attached but may not substitute for any of the information requested on this application.

Dates (Month/Year) From	Employment Name and Address	Supervisor's Name and Phone Number
To		
<u>List your job title and describe your work in detail:</u>		
Reason for leaving:	Hours per week worked:	<input type="checkbox"/> Part Time <input type="checkbox"/> Full Time

Dates (Month/Year) From	Employment Name and Address	Supervisor's Name and Phone Number
To		
<u>List your job title and describe your work in detail:</u>		
Reason for leaving:	Hours per week worked:	<input type="checkbox"/> Part Time <input type="checkbox"/> Full Time

Dates (Month/Year) From	Employment Name and Address	Supervisor's Name and Phone Number
To		
<u>List your job title and describe your work in detail:</u>		
Reason for leaving:	Hours per week worked:	<input type="checkbox"/> Part Time <input type="checkbox"/> Full Time

Dates (Month/Year) From	Employment Name and Address	Supervisor's Name and Phone Number
To		
<u>List your job title and describe your work in detail:</u>		
Reason for leaving:	Hours per week worked:	<input type="checkbox"/> Part Time <input type="checkbox"/> Full Time

I wish to be contacted before you contact my present employer? Yes No

REFERENCES: Please list the names, addresses, and phone numbers for THREE references not related to you.

SKILLS INVENTORY

Indicate the number of years and months of experience or training you have had in each of the areas below:
SKILLS LISTED ON THIS SKILLS INVENTORY SHEET SHOULD ALSO BE REFLECTED ON THE EMPLOYMENT EXPERIENCE PAGE OF YOUR APPLICATION

SERVICE/MAINTENANCE SKILLS

Skills:	Years	Months		Years	Months		Years	Months
Custodial Services:								
Commercial Cleaning	_____	_____						
Chemical Knowledge	_____	_____						
Stripper/Waxer/Buffer	_____	_____						
Mechanical:								
Heavy Equip. Diesel	_____	_____						
Small Engine	_____	_____						
Food Service:								
Baker	_____	_____						
Computerized	_____	_____						
Cashier	_____	_____						
Cook	_____	_____						
Waitstaff	_____	_____						
Maintenance:								
Building	_____	_____						
Farm/Ranch	_____	_____						
Grounds/Lawn	_____	_____						
Large Animal	_____	_____						
Small Animal	_____	_____						

TECHNICAL SKILLS

	Years	Months		
Audio Visual	_____	_____		Laboratory:
Computer Repair/Maintenance	_____	_____		Analysis Techniques: _____
Television Broadcasting	_____	_____		Equipment Used: _____
List Others _____				_____
_____				Relevant Science Classes: _____
_____				_____

TRADES

	Years	Months	Cert./License		Years	Months	Cert./License
Blueprint Reading	_____	_____	_____				
Electrician	_____	_____	_____		Carpenter	_____	_____
HVAC	_____	_____	_____		Electronics	_____	_____
Roofer	_____	_____	_____		Heavy Equip.	_____	_____
Water Treatment	_____	_____	_____		Painter	_____	_____
Welder	_____	_____	_____		Plumber	_____	_____
					List Other	_____	_____

List any other applicable licenses, certificates, registrations or permits: _____

Supervised or directed work of others.
 Indicate length of time _____ and number of persons _____

I understand that misrepresentation of fact in this application will be sufficient grounds for termination of my employment or cancellation of job offer without notice anytime hereafter. I specifically authorize Payne County to investigate my background, including any and all references available, criminal, and other judicial records. I authorize Payne County to use all legal means at its disposal to assess my suitability for employment. I make this authorization in return for Payne County consideration of me for employment, and I specifically release and hold Payne County harmless for any and all liabilities arising out of its investigation of my application for employment. I understand that as this county deems necessary, I may be required to work overtime hours or hours outside a normally defined work day or work week. If employed, I understand and agree that such employment may be terminated at any time for any reason not prohibited by law and without any liability to me for any continuation of salary, wages or employment. I understand the fill out and returning of this application to the county does not guarantee employment and does not constitute an offer of employment.

Date

SIGNATURE OF APPLICANT (Read above statement before signing)