

# Cascade County

## Job Vacancy Announcement

<b>Position: Special Projects Coordinator</b>	<b>Closing Date: Open Until Filled</b>
<b>County Department: ExpoPark</b>	<b>Dept. Admin.: Lisa Bracco</b>
<b>Type of Position: Full-Time</b>	<b>Salary: \$12.40 per hour</b>
<b>Applications available at Cascade County Human Resources Department, <a href="http://www.cascadecountymt.gov">www.cascadecountymt.gov</a> or Job Service. All application materials must be turned in to the Cascade County Human Resources Department and date stamped by 5:00 p.m. on the closing date.</b>	

### POSITION DESCRIPTION

This position oversees, plans, coordinates, evaluates, and directs the work of part-time employees and volunteers; assists the general manager with planning, organizing and different Montana ExpoPark events at facility; creates and maintains a high performance environment characterized by positive leadership and strong team orientation; maximizes use of computer programs to improve efficiency and management of operations, with good basic computer knowledge and skills; develops, plans, and schedules to meet unexpected situations and new developments; practices and encourages work place safety and holds employees accountable to practice work place safety; responds to complaints regarding volunteer deficiencies and develops plans for correction; read, comprehend, and enforce contract terms and conditions of program compliance; attends meetings, conferences and relevant training; interacts positively with other county employees, volunteers, clients, customers, families, vendors, professionals and others in the community in a professional and respectful manner at all times; completes all forms, reports and documentation as required; completes post-fair reports including number of entries, exhibitors etc.; oversees fair Facebook, Fair Entry Office, superintendents and those areas for fair advertising; develop and implement a master plan for superintendents and entry office during the fair; design /coordinate marketing materials for fair departments and entries; identify opportunities to increase visibility within the community; assists general manager, marketing director and event director on interim marketing and facility brochure to include making cold calls, sponsorships, brochures and networking to bring in new events; responsible for Tier 2 sponsorship of Fair departments; marketing practices including: presentations, sales, public relations, database work, e-marketing, promotions, direct mail and special events; reviews and verifies contract information; performs other related duties as assigned.

### JOB REQUIREMENTS

**Knowledge and understanding of:** Supervisory principles and practices; principles and practices of fairs and events; principles and practices of leadership, motivation, team building and conflict resolution; project and team management techniques; Cascade County Human Resources policies and procedures; advertising and direct marketing strategies, techniques and methods; media sources; Microsoft Office software including Word, Excel, Outlook, and PowerPoint.

**Ability to:** Perform a wide variety tasks with accuracy and speed under the pressure of time-sensitive deadlines; communicate well with others in both technical and non-technical terms, as well as orally and in writing; prepare accurate and reliable reports containing findings, recommendations, and technical documentation; organize tasks and work environment to maximize efficiency; quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology; meet challenges with resourcefulness through original thinking and creativity; identify, analyze and address problems and trends in a timely, efficient and equitable manner; adapt to interruptions, equipment failures, unusual demands or changing priorities; handle confidential information; employ and enforce safety practices and procedures; work weekends, long and irregular hours prior to and during the annual State Fair and as needed for other events; ability to work with many different cultures respecting their heritage and traditions; respond promptly to requests for service and assistance from the public and various office personnel; work collaboratively with management and co-workers; observes established lines of authority; interpret, apply and explain laws, rules and regulations.

### EDUCATION AND EXPERIENCE

The above knowledge and abilities are typically acquired through a combination of education and experience. At a minimum all applicants must have an Associate's Degree in Public Administration, Marketing, Communications or Business Administration or closely related field; **and** two (2) years' experience in sales, promotion or knowledge of events and fairs including one (1) year of supervisory experience; **or** any equivalent combination of education and experience totaling four (4) years' experience. Experience in a stadium, arena, fairs, convention center or public assembly facility strongly desired.

***The successful applicant shall serve a 6 month probationary period and may have a criminal background check conducted. The results thereof may disqualify the applicant from consideration for employment with the county. Applicant must possess a valid Montana Driver's License issued by the State of Montana.***

**Notice to Applicants:** Applicants who are claiming Veteran's or Handicap Preference **must** provide a DD-214 Discharge Document or DPHHS Handicap Certification and Employment Preference Form with their application for employment so Cascade County may apply the preference during the selection process.

**Cascade County makes reasonable accommodations for any known disability that may interfere with the applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For Cascade County to consider such arrangements, the applicants must make known any needed accommodations.**

**CASCADE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**