



ADVISORY BOARD JOB DESCRIPTION

Kitsap County Fair Board

JOB TITLE: Livestock Director

LOCATION: Kitsap County Fairgrounds

JOB SUMMARY:

Acts as part of an advisory body to assist the Fair Advisory Board and Fair Management in making recommendations to the Kitsap County Board of Commissioners. The Livestock Director is responsible for overseeing and coordinating the livestock exhibits at the Fair.

JOB DUTIES (include but are not limited to):

The Livestock Director:

- Works directly with all Open Class and 4-H Superintendents to insure smooth operation within departments
- Reviews premium book changes submitted by Superintendents
- Reviews judges' applications and payments. Recruits judges as necessary
- Oversees and assist in preparation of all livestock areas
- Oversees Open Class livestock entry procedure, as well as the safety and upkeep of livestock during the Fair
- Oversees Market Animal Sale and assists committee with their needs
- Enforces premium book rules, especially with regard to entries
- Assists with layout of parking/camping for livestock exhibitors. Assists with distribution of admission passes
- Assists in obtaining supplies for livestock including shavings, straw and feed
- Recruits veterinarians for livestock inspection
- Monitors volunteers and sponsors for attendance, quality and adherence to all Fair rules
- Recommends livestock building improvements to Fair Advisory Board and Fair Management. Recommends improvements to system, barns, and grounds layout
- Assists with the preparation of the Fair budget and works within budget restraints
- Performs all other duties as assigned

SKILLS AND QUALIFICATIONS:

- Must be available full time during the week of Fair
- Must be willing to participate in monthly Fair Board Meetings

RESPONSIBLE TO:

- Parks and Recreation Director and the Kitsap County Board of Commissioners

I have read and agree to perform the duties listed above to the best of my ability. I will observe the position description guidelines and the directions of the Fair Manager and Parks and Recreation Director.

I understand that Kitsap County shall indemnify, hold harmless, and defend County volunteers for liability that may arise from acts or omissions committed when acts or omissions were made in good faith during the course of and within the scope of an assigned volunteer activity and their volunteer position description.

Signed: _____ dated _____

POSITION UPDATED: January 28, 2009