



ADVISORY BOARD JOB DESCRIPTION

Kitsap County Fair Board

JOB TITLE: Parking 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 Parking Director is in charge of all parking and camping areas during the Fair.

JOB DUTIES *(include but are not limited to):*

The Parking Director:

- Assists with all aspect of parking and camping: public, vendor, entertainment, still life and livestock
- Assists in establishing the RFP for parking contractor
- Works with the Sheriff's Department in setting up road closures and staffing those points
- Works with Kitsap Transit for shuttle serves during Fair
- Assists with any problems that may occur with gate operations or ticket sales
- Recommends parking and parking lot safety improvements to the Fair Advisory Board and Fair Management
- Monitors volunteers and sponsors for attendance, quality and adherence to all Fair rules
- Recommends security, parking and ticket booth preparation improvements to the Fair Advisory Board and Fair Management
- 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