



ADVISORY BOARD JOB DESCRIPTION

Kitsap County Fair Board

JOB TITLE: Security 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 Security Director is responsible for coordinating and overseeing security at the Fair.

JOB DUTIES (include but are not limited to):

The Security Director:

- Assists in the layout of fencing and barriers around the Fairgrounds during the Fair to ensure security
- Coordinates with local law enforcement regarding incidents at the Fair
- Monitors and supervises placement of law enforcement and security personnel throughout the Fairgrounds
- Assists in the selection of staff and volunteers to perform security during the Fair
- Monitors volunteers and sponsors for attendance, quality and adherence to all Fair rules
- Recommends security 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:

- Background and/or experience in law enforcement and/or security is recommended
- 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