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County of Lassen
ADMINISTRATIVE SERVICES



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October 3, 2024

TO: Board of Supervisors
Agenda Date: October 8, 2024

From: *TA*
for: Amanda Uhrhammer, County Counsel
Richard Egan, County Administrative Officer

Subject: Lassen County Fair Department and Fair Manager Job Description

Recommendation: Review, discuss and provide direction to staff regarding 1) Lassen County Code Section 2.06.035(a) Powers and Duties of County Administrative Officer (CAO) regarding the Fair Department and 2) Lassen County Fair Manager job description.

Background: During the Board of Supervisors' discussion and appointment of an interim Lassen County Fair Manager, the Board requested to have a future discussion on this topic.

Discussion: Please see attached excerpt from the Lassen County Code regarding supervision of the fair department and Lassen County Fair Manager job description.

Pursuant to Section 2.06.035(a) "with the exception of the fair department, the county administrative officer shall supervise for the board and administer all county offices, departments and entities over which the board has responsibility and control through its power of appointment." The Board appoints the Fair Manager, Chief Probation Officer, Veterans Service Officer, Agricultural Commissioner, Surveyor, Director of Child Support Services, CAO, and County Counsel.

The Board may direct staff to initiate an amendment to the County Code pertaining to the Lassen County Fair Department and/or an amendment to the Lassen County Fair Manager Job Description.

Fiscal Impact: None.

Alternatives: The Fair Manager could be a department head appointed by the CAO or the Fair Manager could be hired as a senior staff member under the supervision of an elected or appointed department head.

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Choose Civility

Title 2. Administration and Personnel

Chapter 2.06. COUNTY ADMINISTRATIVE OFFICER

§ 2.06.035. Powers and duties.

- (a) With the exception of the fair department, the county administrative officer shall supervise for the board and administer all county offices, departments and entities over which the board has responsibility and control through its power of appointment.
- (b) The county administrative officer's duties, powers and responsibilities shall include, but are not limited to, the following:
 - (1) The county administrative officer shall be responsible to the board for the administration of county offices, departments, and institutions as set forth in subsection (a) of this section. He or she shall be responsible for the coordination of the work of all elective and appointive county offices, departments, and institutions in areas which are the concern and responsibility of the board. He or she may make such studies and investigations which he or she believes are necessary or desirable and shall make any study or investigation the board requests. He or she shall make recommendations to the board which he or she believes will result in greater efficiency and economy in the administration of county affairs. To enable the county administrative officer to carry out such responsibilities, he or she may require reports from any office, department head, or other entity.
 - (2) Unless otherwise prescribed by statute, ordinance or resolution, the county administrative officer shall appoint appointed department heads. The county administrative officer will consult with the board, in closed session, prior to dismissing or demoting an appointed department head.
 - (3) The county administrative officer shall recommend an annual county budget. In concert with the county auditor, he or she shall review departmental budget requests and shall enter recommendations for each departmental budget along with the requests. After the county administrative officer has submitted the recommended budget to the board, the board shall review the recommendations and the departmental requests, make any changes believed to be advisable, and adopt the preliminary budget in the manner provided by law.
 - (4) After the final county budget has been adopted by the board, the county administrative officer shall administer the budget and exercise continuous budgetary control. In concert with the county auditor, he or she shall review all requests for appropriation transfers, and none shall be approved or disapproved by the board until he or she make a recommendation to the board. He or she shall supervise expenditure of all elective and appointive offices, departments, and institutions. He or she may disapprove proposed expenditures whether or not they have been included in the budget. The county administrative officer may recommend to the board the establishment of a budgetary allotment system and such other expenditure controls which he or she believes to be necessary or desirable.
 - (5) The county administrative officer shall review all requests for new positions and classifications or reclassifications, and none shall be approved or disapproved by the board until the county administrative officer has made a recommendation to the board on the position involved. The county administrative officer shall recommend to the board procedures which he or she believes will result in a more efficient personnel program. Unless otherwise provided for by law, the county administrative officer is the appointing authority for all county positions.
 - (6) The county administrative officer shall attend the meetings of the board and may participate in the discussion of any matter but shall have no vote.
 - (7) The county administrative officer shall represent the board in the county's intergovernmental relationships in accordance with board policies and instructions. When directed, the county administrative officer shall represent the board in dealing with individuals or groups concerned with county affairs.

- (8) The county administrative officer shall evaluate the on-the-job performance of each appointed department head at least once annually.
 - (9) The county administrative officer shall be responsible for the labor relations program of the county.
 - (10) The county administrative officer shall coordinate the planning for the design and construction of physical facilities and the assignment of space required for county services. He or she shall prepare, and keep current, a capital improvement plan, including recommended methods for financing for adoption by the board.
 - (11) The county administrative officer is responsible for the purchasing program for the county and is designated its purchasing agent.
 - (12) Authority, but not responsibility, for the duties assigned to the county administrative officer may be delegated. Delegation will be in writing with limitations and copied to the board.
 - (13) During absences from the county, the county administrative officer will appoint an acting county administrative officer from among the appointed department heads. When an absence from the county is for more than thirty days, or, for disciplinary or investigative reasons, the board will appoint an acting county administrative officer which may or may not be an appointed department head.
- (Ord. 473-B § 2, 1997; Ord. 473-C §§ 2, 3, 1998; Ord. 473-E § 2, 2000)



Class Title:	Fair Manager	CLASS CODE	FA01
Department:	Fair	UNIT	DH
Reports to:	Board of Supervisors	FLSA Status	Exempt
Board Approval	12/14/2004; Rev 7/08, Revised 11/27/12	RANGE	29

JOB SUMMARY

Under direction of the County Board of Supervisors, the manager plans, organizes, implements and administers the development and utilization of fairground facilities and plans and executes events which provide the public with a variety of entertainment, social, educational and cultural activities.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative supervision from the County Administrative Officer.

Exercises direct supervision over assigned clerical, technical, professional and supervisory personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. (All duties may not be performed by all incumbents.) Other duties may be assigned.

Work cooperatively with the Fair Advisory Board in planning, development, and utilization of fairground facilities and activities.

Market fairground facilities and the community to producers of exhibits, conventions and other events; develop and implement programs to attract and retain corporate sponsorships.

Meet with and speak before community groups to promote the fairground.

Develop and approve the release of information relating to fairground operations to the news media and the community.

Direct the final selection, placement, orientation, training and evaluation of personnel in the department in accordance with established laws, rules, policies and procedures.

Direct the preparation and administration of the departmental budget; monitor fund expenditures; direct the maintenance of proper accounts and records in accordance with federal, state and local requirements.

Make recommendations regarding fees, rules and regulations for exhibitors and the public; review effectiveness of programs and initiate changes where appropriate; formulate, interpret and revise policies, procedures and regulations.

Prepare reports and correspondence as needed and directed.

Direct the maintenance, repair, alteration and upgrade of fairground facilities; develop facilities improvement program and the planning, design and scheduling of construction for new fairground facilities.

Ensure the continuing conformance with requirements of law enforcement and regulatory agencies, including but not limited to the State Division of Fairs and Expositions.

Perform related duties as assigned.



MINIMUM QUALIFICATIONS REQUIRED

Education and Experience

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Five years of experience in the management of fair, festival, theme park, exposition or similar operation catering to the general public.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in business administration, public administration or a related field.

Licenses and Certifications

Possession of, or ability to obtain, a valid California driver's license.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Principles and practices of working cooperatively with Advisory Boards, local businesses, media, interest groups, and members of the community.

Business management principles and practices.

Principles and methods of planning and presenting large-scale events.

Publicity and sales promotion methods.

Fiscal and budgetary principles and practices.

Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.

Principles and practices of organization, administration and personnel management.

Principles of supervision, training and performance evaluation.

Modern office procedures, methods, and equipment.

Ability to:

Work cooperatively with the Fair Advisory Board, governmental agencies, local businesses, media, interest groups, and the community.

Plan, direct and control the administration and operation of fairground facilities.

Develop and implement department policies and procedures.

Gain cooperation through discussion and persuasion.

Develop, control and administer departmental budget and expenditures.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.



Interpret and apply laws, County policies, procedures, rules and regulations.

Ability to work cooperatively with other employees.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Use standard office computers for word processing and spreadsheets.

Physical Demands and Working Conditions:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Hearing adequate to hear under both quiet and noisy conditions with the ability to distinguish from which direction a sound is coming. Vision adequate to meet DMV criteria for required licensing. The employee frequently is required to sit. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus. While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment can be both quiet and noisy.

Work is performed both in indoors and outdoors in hot or cold weather under dusty, noisy conditions. Temperature extremes will vary depending on the seasonal exposure. There is occasional exposure to organic vapors, gasses, dust and mist, such as: paints, solvents, fertilizers; and to allergy causing agents, such as: grasses and insect bites. Equipment that is used on the job presents an exposure to moving and/or vibrating machinery with occasional mechanical and electrical hazard and possible abrasion and contusion.