



Position Description - CEO York Fair and York Expo Center, York PA

Reports to: York County Agricultural Society Board

Authority: The Chief Executive Officer (CEO) operates from authority granted by the York County Agricultural Society Board (Board) to:

1. Provide leadership and vision for the management and profitable growth of the York Fair and York Expo Center. Implement policy and execute goals established by the Board.
2. Establish strong relationships with key community leaders, Federal, State and Local elected and government officials, civic organizations, community and private foundations, local financial institutions, 4-H, FFA, and leaders in the agricultural community.
3. Represent the York Fair and York Expo Center in all public arenas as official spokesperson for each entity.

Responsibilities: The CEO is empowered by the Board to perform duties on behalf of the York County Agricultural Society as follows:

MANAGEMENT DUTIES

1. Manage daily operations for all York Fair and York Expo Center activities.
2. Provide oversight for large projects.
3. Review and sign all York Fair and York Expo Center property contracts, rental contracts, lease agreements and entertainment contracts. Alert legal counsel on matters of concern.
4. Manage staff. Hire, evaluate, conduct performance reviews and terminate staff in accordance with York Fair and York Expo Center employment policy. Make employee compensation recommendations to the Board.
5. Review, revise, create and approve staff job descriptions.
6. Schedule regular meetings with Board Chair to ensure effective communications exist between Board and Staff.
7. Serve as a non-voting member of the Board.
8. Perform other duties as assigned by the Board through its Chair.

FINANCIAL DUTIES

1. Coordinate the budget preparation process with Board Treasurer and Staff.
2. Provide oversight to all accounting and financial reporting.
3. Review financial reports with Board Treasurer and Staff before presentation to Board.
4. Prepare a York Fair and York Expo Center Revenue Development Plan in cooperation with the Board defining strategy, value, cost, and pricing models for leveraging Expo Center assets. Plan should include sponsorship and partnership opportunities.

RENTAL DUTIES

1. Direct, plan, coordinate and supervise the promotion, marketing, and rental of the York Expo Center grounds and facilities. Develop, administer and implement formal contractual procedures for all rentals.
2. Provide periodic Rental program status reports and updates to the Chair and the Board.
3. Maintain working relationship with the York County Convention & Visitors Bureau.

FAIR DUTIES

1. Direct, plan, coordinate and supervise York Fair operations (including but not limited to administrative functions, marketing, advertising and promotions, security, layout, competitions, displays, exhibits, entertainment, concessions, midway rides and carnival activities).
2. Develop, administer and implement procedures, rules and processes for the efficient operation of the annual York Fair.
3. Provide periodic York Fair status reports and updates to the Chair and the Board.

ACCOUNTABILITY

The CEO is directly accountable to the Board through its Chair.

RESOURCES

The Board has granted authority and empowered this position to accomplish specific duties. The Office Staff, Board Treasurer, and Board Members are available resources to assist the CEO in the execution of this position. Supportive financial resources are detailed in the approved annual budget.

EDUCATIONAL REQUIREMENTS AND QUALIFICATIONS

1. Bachelor's Degree in business administration, management or a closely related field with experience in event and facilities management; or an equivalent combination of experience and training which provides knowledge, skills, and abilities necessary to perform the job.
2. Minimum five (5) year experience in fair and/or exposition industry preferred. Certified Fair Executive or related industry certification a plus.
3. Must possess strong communication, mentoring and teamwork skills; be a critical thinker; possess problem solving skills; be flexible and creative in the workplace setting; and be willing to grow and change as new needs and opportunities arise.
4. Demonstrate financial, marketing, public relations, administrative, leadership, public speaking, and management abilities.
5. Possess a thorough knowledge and ability to make practical applications of, principles and practices of facilities management, including marketing and public relations, effective usage, general equipment and building maintenance and capital improvements.
6. Ability and willingness to be active in community affairs.
7. Successful candidate will be subject to a thorough background investigation prior to employment.

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