



Deschutes County
District or Department
BEND, OREGON

Invitation to Apply

Fair & Expo Director

SALARY RANGE: \$136,380-\$182,763
PLUS EXCELLENT BENEFITS

APPLY BY 5 PM PST
September 21, 2025



ABOUT Our Community

For the past decade, Central Oregon has been recognized as one of the best places to live. Deschutes County is conveniently located within a three-hour drive to Portland, Oregon, and within one hour of the Cascade Mountain Range. With an average elevation of 3,600 feet, the area enjoys a dry, high desert climate with cool nights and sunny days. Annual precipitation averages 11.7 inches.

The countywide population is 197,000, spread over 3,054 square miles. Tourism brings to Central Oregon over four million overnight visitors annually. The Mount Bachelor ski resort attracts tourists from across the nation. The nearby Cascade Lakes are also a large draw for tourists.

Other local features include a vibrant visual and performing arts community, an outstanding restaurant scene, an extensive and respected health care network, and a high quality educational system.

The cities of Bend, (the county seat), Redmond, La Pine, and Sisters are the four municipalities in Deschutes County. Roberts Field Redmond Municipal Airport connects Deschutes County to other major western U.S. cities. In addition to excellent public and private K-12 schools, Bend is home to Central Oregon Community College (COCC) and Oregon State University's Cascade Campus.

Deschutes County is a recreational paradise for hikers, skiers, mountain bikers, horse riders, kayakers, golfers, cyclists, fishing enthusiasts and lovers of the outdoors. Bend, the largest city in the region, is a cultural mecca, known for its fine restaurants, artist community, vibrant music scene, and craft breweries.

ABOUT

Fair & Expo

Surrounded by a panorama of seven snowcapped mountain peaks that include, Mt. Bachelor, the Three Sisters; North, Middle and South, Broken Top and Mt. Jefferson, the Deschutes County Fair and Expo Center is located in Redmond, Oregon on a 320-acre campus, just minutes from the nearby cities of Bend, Prineville, Sisters, and Madras. The Fair and Expo Center is known as the premier facility of its kind in the Northwest and is the venue for the annual Deschutes County Fair; the largest County Fair in the state of Oregon with over 293,000 visitors in 5 days. Used for more than 400 events annually with an emphasis on youth, agriculture and community, The Fair and Expo Campus was built roughly twenty years ago and is soon set to acquire an additional 140 acres from the State of Oregon creating a 460-acre campus.

The primary purpose of the Fair and Expo Center is to provide social, cultural, recreational, agricultural, commercial and educational opportunities for the citizens of Deschutes County. Fair and Expo Center staff are responsible for maintaining 167,000 square feet of exhibit space, 120,000 square feet of covered livestock and equestrian arenas, 400 horse stalls, and a 105 space RV park complex as well as a four-acre county park.

The facility is designed on a circular plot, with never more than 300 yards from any one space. The Center Court offers a beautiful location for any outdoor event and features a showpiece water feature in a natural landscape setting on 3.65 acres. The area has beautifully manicured grass, ponds, a cascading waterfall, and even a windmill. Up to 85% of the grounds consist of landscaped lawns that can be rented for a variety of events from weddings, picnics, reunions, car shows, RV / motorcycle rallies, animal shows, and outdoor trade shows. The Deschutes County Fair and Expo Center also offers portable concessions, high speed wireless internet access, and a 5,000 square foot state-of-the-art kitchen that can provide meals for groups of up to 2,000.

The Fair and Expo Center, Deschutes County Fair, and on-site RV park operates with 12 FTE's on a aggregated total 2019 budget of \$4,599,596 with a reserve fund of \$1,595,883. The Fair and Expo Department also hires a significant number of temporary employees to staff food and beverage functions at the facility, which are sourced and contracted through a third party.

How to Apply

Submit your application by
September 21, 2025 at 5:00 PM PST.

For questions about the position, please contact Deschutes County Human Resources at (541) 388-6553 or employment@deschutes.org.

Apply to:

DESCHUTES COUNTY ONLY ACCEPTS APPLICATIONS ONLINE. PLEASE VISIT OUR WEBSITE AT www.deschutes.org/jobs. All

candidates will receive an email response regarding their application status after the recruitment has closed and applications have been reviewed.

Notifications to candidates are sent via email **only**. If you need assistance, contact the Deschutes County Human Resources Department, 1300 NW Wall Street, Suite 201, Bend, OR 97701, (541) 388-6553.

Deschutes County actively recruits persons from various ethnic and cultural backgrounds to enhance service to its diverse communities. Exceptional customer service relies upon a team-oriented workplace and a continuous quality improvement environment. We are an equal opportunity, affirmative action employer.

Deschutes County provides reasonable accommodations for persons with disabilities. This material will be furnished in alternative format if needed. For hearing impaired, please call TTY/TDD 711.

APPLY ONLINE AT
deschutes.org/jobs

About the Position

Working under direction of the County Administrator and alignment with the general strategic and programmatic direction of the Fair Board, the Fair & Expo Director is responsible for planning, organizing, marketing and managing the year-around use, development, care and maintenance of the Deschutes County Fair and Expo Center facilities. The Director is also responsible for budget preparation and administration and representing the Fair and Expo department before various civic groups.

Main responsibilities include:

- Supervise the financial affairs of the Deschutes County Fair and Exposition Center.
- Develop and maintain long range financial plans for strategic marketing, capital improvements, and operations management.
- Provide short and long-range planning forecasts, evaluations, and recommendations.
- Supervise all financial operations including the collection, safekeeping, and distribution of revenue.
- Maintain inventory records of all facility equipment and recommends replacement schedule.
- Evaluate and recommend short-term and long-term capital outlay expenditures.
- In conjunction with the County Facilities Department, direct, oversee and monitor the work of outside consultants and contractors regarding the design, budgeting, and construction of facility development projects.
- Act as the primary advisor to the Deschutes County Fair Board on all matters relating to the business and financial affairs of Deschutes County Fair and Exposition center in accordance with Oregon Revised Statutes.
- Provide leadership, direction and oversight for the annual County Fair event and the Deschutes County Fair & Rodeo Association.
- Direct and manage strategy for negotiations with clients, prospective clients, and trade organizations for scheduling and booking of the Fair and Exposition facilities.
- Establish and administer contract rates and terms and executes agreements as the County's representative.
- Supervise the maintenance and operations of a specialized and integrated event management computer system and module programming.



COMPENSATION & BENEFITS

\$11,365.01 to \$15,230.21 per month.

- A generous health insurance includes medical, dental, orthodontia, vision, alternative care and prescription coverage. Coverage includes spouse and eligible dependents currently at a cost of \$90 per month to the employee.
- Deschutes Onsite Clinic (DOC) and pharmacy
- Public Employees Retirement System (PERS) or Oregon Public Service Retirement Plan (OPSRP). Deschutes County currently pays the entire contribution to either plan.
- Nine paid holidays and one personal day per year
- Generous paid leave programs starting at 18 hours/month for FLSA exempt employees
- Life & Accidental Death insurance
- Long-term disability insurance

Opportunities and Challenges

1. Convention Center Opportunity: There are plans for development of three hotels to be near the Fair & Expo Campus. The County seeks to complement nearby lodging development through development of the existing Fair & Expo facility to provide space necessary for a flexible convention center to support large conventions and events. Feasibility studies have been undertaken but this will be a major opportunity for the new Director to pursue.

2. Sports Complex: The Fair and Expo Department has explored the feasibility of using a portion of space on the campus to provide for large sporting activities. Currently the Portland Trailblazers play an exhibition game each year in the Fair & Expo Center's largest indoor pavilion. The new Director is expected to further explore this development opportunity and build consensus amongst the community and other stakeholder groups.

3. Strategic Planning: The County Commission and Fair Board meet annually to discuss goals and strategy for the Fair and Expo Center. The new Director will take the lead in bringing the groups together, being proactive and intentional about charting a course to formalize a clear strategic plan for the next ten years.

4. Motor Sports: There has been preliminary discussion of adding motor sports facilities to the venue, as motor sports have a reputation for generating robust revenues. The new Director is expected to explore this opportunity further.

5. Traditions and the Future: The traditional County Fair has a strong tradition as an agriculturally oriented event. There is a desire to preserve and protect the traditional western type fair culture of rodeos, animals, and agriculture orientation including a strong 4-H focus. On the other hand, the Fair is also known for booking major talent for concerts during the Fair to draw a broader audience. The Fair and Expo Director will meet the challenge of finding balance between tradition and providing for a broad range of audiences.

6. Sales and Marketing: The Fair and Expo Center has a Sales and Marketing staff which reaches out to potential users of the facility. The new Director will need to be able to evaluate the effectiveness of current tools and the use of other tools such as social media to improve impact.

WHAT WE'RE LOOKING FOR

The Ideal Candidate

Deschutes County is seeking a dynamic leader with demonstrated success in managing the multiple priorities of diverse advisory and political bodies into a cohesive strategic direction for County operations. The County has a reputation for innovative pilot programs and needs an administrator who has broad knowledge and experience in public sector management, familiarity with the evolving needs of the County and region in terms of government services, and can hit the ground running at all levels of county government.

The County relies on a vast amount of collaboration from its regional governmental and community partners. The ideal candidate must have the experience and interpersonal attributes necessary to maintain and nurture existing partnerships and identify opportunities to build new relationships at the local and regional level in the context of Central Oregon's rapid population growth and changing community needs.

Deschutes County prides itself as an innovative organization with the ability to be nimble in meeting the changing needs of the community. The new County Administrator will provide leadership that encourages and enables initiative and flexible approaches to enabling innovation in a thoughtful and strategic manner. They will have a proven

track record in project management, delivering results, maintaining mutual accountability with staff, and creating a positive working environment.

The County Administrator serves as the budget officer. The ideal candidate must have a proven track record of conservative budget and financial management and the experience required to be able to make appropriate recommendations to the budget committee regarding use of available and potential financial resources.

The County Administrator assists the Board in prioritizing their goals and work plans. The successful candidate must be politically astute and demonstrate an unquestionable sense of integrity, honesty, and commitment to the County and communities impacted by its operations. The ideal candidate will bring substantial expertise in facilitating conversations in order to obtain consensus and buy-in from competing interests and execute that consensus in a thoughtful and strategic manner while promoting an environment of trust and integrity.

EDUCATION & EXPERIENCE

Successful candidates for this position will have a Bachelor's degree in Finance, Business, Recreational Management, or related field; AND five (5) years of increasingly responsible management experience in complex, multi-faceted operations, including administrative and management responsibility; OR any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities to perform the essential functions of the job.

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