

**New York State Department of Civil Service**  
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

**Occ. Code 2216000**

**State Fair Administrator 1, Grade 18 2216000**  
**State Fair Administrator 2, Grade 23 2217000**  
**State Fair Administrator 3, Grade 27 2218000**

Brief Description of Class Series

State Fair Administrators manage and coordinate events, exhibits, competitions, and the use and rental of facilities, concessions, or supplement services on the State Fairgrounds to maximize the facilities' use and profitability. They plan, schedule, execute and process contracts, billing, and events logistics; and supervise staff.

Positions are classified only in the Department of Agriculture and Markets, Division of State Fair.

Distinguishing Characteristics

*State Fair Administrator 1:* administers various activities related to an event including concessions, and exhibitors or event support logistics, and supervises events staff.

*State Fair Administrator 2:* administers events and programs of greater scope than those managed by State Fair Administrators 1 such as agricultural events and competitions during the annual State Fair and throughout the year and supervises event staff.

*State Fair Administrator 3:* managerial level; supervises State Fair Administrators 1 and 2 and paraprofessional staff; under the general supervision of the Assistant Director and Director State Fair administers and oversees the planning of events and use of facilities on a year-round basis. This position has the highest level of independence and autonomy and responsibility for continued revenue growth.

Illustrative Duties

*State Fair Administrator 1*

Ensures that vendors and exhibitors are solicited for events and provides information on the terms and conditions of contracts; reviews contracts and applications for licenses or permits for completeness and accuracy and forwards information to appropriate units; oversees events' space layout, and set up and break down for events,

concessionaires, exhibitors and vendors; ensures that electrical, water service, mechanical and other requirements are met; supervises and assigns work to events staff; coordinates events and service requests with other divisions; maintains inventory of supplies and equipment for events and facilities; tracks event expenses and revenues for all services and prepares reports; consults with the finance office regarding contracts, accounting of revenue and reconciliation of accounts; responds to complaints concerning agreements, services and events by taking or recommending corrective action; and ensures event activities comply with contractual terms, State Fair policies, and State and federal laws and regulations.

### *State Fair Administrator 2*

Develops and implements an agricultural plan for programs and events to promote New York State (NYS) agriculture; creates educational and interactive exhibits to complement NYS agriculture and educate fairgoers; develops, evaluates and updates policies and procedures, entry fees and prize monies, and schedules related to agricultural events and competitions; develops and recommends an annual budget for programs and events; researches and implements best practices from other agricultural fairs and competitions; trains and supervises events staff; serves as the primary contact for event participants on concerns such as livestock care and housing, and veterinary health issues; coordinates events with other divisions; ensures that events, exhibit halls, animals and livestock housing facilities and barns conform to requirements; works closely with the finance office on contracts and payments for services for events and ensures conformance to contractual terms; reviews and monitors financial settlements of competitions, ensuring that prize monies are properly calculated and accounted for; maintains records and prepares reports; participates on committees and meetings related to State Fair and other events, and serves as liaison with various agricultural groups.

### *State Fair Administrator 3*

Develops and manages the events master plan for the use of the Fairground facilities; schedules events and maintains rates for facilities' use and fees for supplemental services; evaluates and updates policies and procedures governing the use of the facilities; serves as the primary contact for booking, coordination and promotion of events; establishes and maintains rapport with prospective and current customers to develop repeat contracts and event growth; negotiates the terms of non-standard agreements and the applicable fees for services; establishes procedures to ensure the processing and review of executed agreements and supporting documents; oversees and directs the execution of event logistics; ensures that all events are adequately staffed; resolves customer service issues between providers of services, promoters, exhibitors and concessionaires; monitors event activities to ensure compliance with applicable terms of agreements, policies, regulations and laws; analyzes staffing needs and submits recommendations to the Assistant Director; participates in recruiting and hiring staff, evaluates and disciplines employees; reviews and monitors financial settlements related to events and ensures revenues are properly

calculated and collected; develops an annual budget for program activities; participates in committee meetings related to events and State fairground facilities; serves as liaison with various promoters, customers and tourism promotion groups; develops long- and short-term strategies and makes recommendations to the Assistant Director and Director to promote events and use of the facilities to generate revenue and growth.

### Minimum Qualifications

#### *State Fair Administrator 1*

Open Competitive: Bachelor's Degree in agriculture, business administration, public administration, communications, public relations or a related field and two years of experience working with conventions; trade shows; major fairs; expositions; convention centers; entertainment facilities; sports arenas and/or performing arts venues in the areas of fair management, equine/livestock exhibitions, event/ logistics planning, event promotions, oversight of facility use or concessions management.

#### *State Fair Administrator 2*

Promotion: one year of permanent service as a State Fair Administrator 1.

Open Competitive: Seven years of professional experience\* working with conventions; trade shows; major fairs; expositions; convention centers; entertainment facilities; sports arenas and/or performing arts venues in the areas of fair management, equine/livestock exhibitions, event/ logistics planning, event promotions, oversight of facility use or concessions management.

#### *State Fair Administrator 3*

Promotion: one year of permanent service as a State Fair Administrator 2 or two years of service as a State Fair Administrator 1.

Open Competitive: Nine years of professional experience\* working with conventions; trade shows; major fairs; expositions; convention centers; entertainment facilities; sports arenas and/or performing arts venues in the areas of fair management, equine/livestock exhibitions, event/ logistics planning, event promotions, oversight of facility use or concessions management.

\*Substitution: An associate degree may substitute for two years of experience. A bachelor's degree may substitute for four years of experience.

**Note:** Classification Standards illustrate the nature, extent and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all of the work that might be appropriately performed by a class. The minimum qualifications above are

those that were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

Date: 3/2023

SDP