

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

Tentative Classification Standard

**Occ. Code 2216000**

<b>State Fair Administrator 1, Grade 18</b>	<b>2216000</b>
<b>State Fair Administrator 2, Grade 23</b>	<b>2217000</b>
<b>State Fair Administrator 3, Grade 27</b>	<b>2218000</b>

Brief Description of Class Series

Positions in this series manage and coordinate events, exhibits, competitions, sales of sponsorship opportunities, and the use and rental of facilities, concessions, or supplement services on the State Fairgrounds to maximize the facilities' use and profitability. Incumbents plan, schedule, execute, and process contracts, billing, and events logistics; and manage sponsorship opportunities.

These positions are only classified at the Department of Agriculture and Markets' Division of State Fair.

Distinguishing Characteristics

*State Fair Administrator 1*: full performance level; administers various activities related to an event, program, sponsorship, or event support logistics; and may supervise lower-level staff.

*State Fair Administrator 2*: first supervisory level; under the general direction of a State Fair Administrator 3, supervises State Fair Administrators 1 in the coordination of special events, public programs, and sponsorship opportunities.

*State Fair Administrator 3*: managerial level; under the general direction of the Assistant Director and Director State Fair, administers and oversees the planning of events and use of facilities on a year-round basis; and supervises State Fair Administrators 1 and 2.

Illustrative Duties

*State Fair Administrator 1*

Ensures that vendors, exhibitors, and potential sponsors 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 sets up and breaks down for events, concessionaires, exhibitors, and vendors.

Ensures that electrical, water service, mechanical, and other requirements are met.

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 sponsorships; and prepares reports.

Participates in drafting and negotiating bid specifications and requests for proposals.

Consults with the finance office regarding contracts, accounting of revenue, and reconciliation of accounts.

Monitors event activities to ensure compliance with applicable terms of agreements, policies, regulations, and laws.

Communicates with clients, performers, vendors, agencies, sponsors, and the public concerning agreements, services, and events.

Ensures event activities comply with contractual terms, State Fair policies, and State and federal laws and regulations.

Manages the work of assigned departments in support of the annual New York State Fair.

Prepares presentation materials for special projects, as assigned.

May supervise lower-level State Fair and support staff.

#### *State Fair Administrator 2*

May perform all the duties of a State Fair Administrator 1.

Develops a plan for assigned programs.

Plans, coordinates, and implements special events, public programs, and sponsorship opportunities.

Assists in the development of facility use, service fees, and sponsorship packages.

Solicits clients and generates proposals for the New York State Fairgrounds.

Creates and processes contracts for performers, clients, and sponsors.

Oversees budgeting and purchasing functions for assigned programs, including developing budget projections and ensuring program spending falls within budget allocations.

Serves as liaison with various groups and industries related to assigned program.

Participates in recruiting and hiring staff and evaluates and disciplines employees.

Performs the full range of supervisory responsibilities over State Fair Administrators 1.

### *State Fair Administrator 3*

May perform all the duties of a State Fair Administrator 2.

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 new and repeat contracts and event growth.

Negotiates the terms of nonstandard 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.

Analyzes staffing needs for all events and submits recommendations to the Assistant Director.

Reviews and monitors financial settlements related to events and ensures revenues are properly calculated and collected.

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.

Performs the full range of supervisory responsibilities over State Fair Administrators 2.

### Minimum Qualifications

#### *State Fair Administrator 1*

Open Competitive: Six 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, facility use oversight, or concessions management.

#### *State Fair Administrator 2*

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

Open Competitive: Seven 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, facility use oversight, 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 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, facility use oversight, or concessions management.

Two years of the experience must have been at a supervisory level; or one year of experience at a managerial level.

\*Substitutions: An associate's degree may substitute for two years of non-supervisory experience; a bachelor's degree may substitute for four years of non-supervisory experience; a master's degree may substitute for five years of non-supervisory experience; a JD may substitute for six years of non-supervisory experience; a PhD may substitute for seven years of non-supervisory 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 are those which were required for appointment at the time the Classification Standard was written.

04/2026

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