



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

AGRICULTURAL EXHIBITION COORDINATOR I

Job Number: 20001562

Job Code: 81230V231016

Job Group: 8100 - COMMUNICATIONS AND PROMOTIONS

Job Established: 06/16/1982

Job Revised: 10/16/2023

Grade: 13 Salary (MIN - MID):

\$18,989-\$28,484 - Hourly

\$3,085.72-\$4,628.66 - 37.5 Hr. Monthly Salary

\$3,291.44-\$4,937.24 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months, except as provided in KRS 18A.111.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Performs beginning level professional work in planning and conducting livestock shows and agricultural fairs activities. Assists in establishing dates, events, and promoting the youth livestock program by working with various sectors of the agriculture industry to market the event effectively; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree in agriculture or a related field.

EXPERIENCE, TRAINING, OR SKILLS:

NONE

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

Additional experience in agriculture, planning and conducting of livestock show and fair activities or a related area will substitute for the required education on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Learns to work with 4-H/FFA Youth Exhibitors showing livestock at the county, regional, and state level. With training, plans and coordinates with various sectors of the agriculture industry to promote and improve the youth livestock program by getting youth involved in showing animals, developing and implementing new ideas for shows, and increasing participation at shows. With assistance, organizes and conducts youth livestock expositions and the statewide exposition. Maintains communications with local agricultural leaders, county extension agents, vocational agricultural teachers and officers of local fairs and livestock groups in order to determine progress in conducting livestock shows and agricultural fairs programs. Learns to maintain the Kentucky Proud Livestock Program database which is used by the Kentucky State Fair; keeps shows and agricultural fairs records and makes reports to organized groups.

UNIQUE PHYSICAL REQUIREMENTS:

Any unique physical requirements necessary to perform the duties of a specific position will be listed on the individual position description, if applicable.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in this job title typically involves extensive contact with the public.

ADDITIONAL REQUIREMENTS:

Upon employment, employees in this job classification may be required to maintain a valid driver's license and may be required to drive a licensed vehicle. This status may be necessary for the length of time in this job classification. If this is necessary, it will be listed in the specific position description for the position at issue. Applicants and employees in this job classification may be required to submit to a drug- screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

The Commonwealth of Kentucky does not discriminate on the basis of race, color, sex, disability, age, national origin, religion, sexual orientation, gender identity or expression, pregnancy or related medical condition, marital or familial status, ancestry, political affiliation, genetic information, or veteran status in accordance with state and federal laws.