



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

AGRICULTURAL EXHIBITION COORDINATOR II

Job Number: 20001563

Job Code: 81240V231016

Job Group: 8100 - COMMUNICATIONS AND PROMOTIONS

Job Established: 06/16/1982

Job Revised: 10/16/2023

Grade: 14 Salary (MIN - MID):

\$20,887-\$31,331 - Hourly

\$3,394.14-\$5,091.30 - 37.5 Hr. Monthly Salary

\$3,620.42-\$5,430.72 - 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 professional work in planning, coordinating and conducting livestock shows and agricultural fairs activities. Evaluates programs and recommends modifications, maintains communications with local leaders, providing technical assistance to local fair officials regarding applications for aid, and preparing marketing information for press release; 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:

Two years of experience in agriculture, planning and conducting of livestock show and fair activities, or a related field.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

Additional experience in one of the above areas 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.*

Works with 4-H/Youth Exhibitors showing livestock at the county, regional, and state level. Monitors events and ensures all participants are adhering to rules set by the Division of Shows and Fairs. Makes changes and recommendations to the committees involved in the planning of activities and displays of livestock. Develops, plans and coordinates statewide livestock shows and agricultural fairs activities as they relate to departmental programs. Evaluates programs and recommends modifications as necessary to best fulfill the aim of the program. Maintains communications with local agricultural leaders, county extension agents, vocational agricultural teachers and officers of local fairs and livestock groups to determine progress in conducting livestock shows and agricultural fairs programs. Provides technical assistance to local fair officials regarding applications for aid, reports, etc. Prepares forms, memorandums, and informational material for use by fair officials. Assists with the North American International Livestock Exposition when needed. Prepares information for release to the general public and news media. Speaks before civic organizations and professional 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 is involved extensively 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.