



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

AGRICULTURAL EXHIBITION COORDINATOR II

Job Number: 20001563

Job Code: 81240V160116

Job Group: 8100 - COMMUNICATIONS AND PROMOTIONS

Job Established: 06/16/1982

Job Revised: 07/01/2018

Grade: 14	Salary (MIN - MID):	Special Entrance Rate:
	\$18,075-\$23,944 - Hourly	NONE
	\$2,937.20-\$3,890.90 - 37.5 Hr. Monthly Salary	NONE
	\$3,133.00-\$4,150.30 - 40 Hr. Monthly Salary	NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.pdf>.

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; 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, or requisite skills. The experience, training, or skills requirement cannot be met with only requisite skills.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

Additional experience in one of the above areas will substitute for the required college 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.*

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:

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 appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title 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, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.