

# CANYON COUNTY FAIR

FIND YOUR FUN

April 4, 2025

To: **Board of County Commissioners**

From: Diana Sinner

RE: **JOB TITLE, JOB DESCRIPTION AND SALARY RANGE**

For: Resolution adopting **Communication Coordinator** title, job description and salary for Canyon County Fair

**Justification:**

The Canyon County Fair has regularly held an Office Coordinator position, and as we attempt to fulfill the vacancy of this position, an internal assessment of actual roles and responsibilities was conducted to create a job description tailored for the successful candidate. The outcome of the assessment proved that the position itself requires a candidate to have specialized skills in communications, marketing and event coordination.

In order for the County to advertise the position to an appropriate selection of candidates, the job title should be changed from Office Coordinator to a more relevant description of the actual job duties. Therefore, we recommend the job title to change from Office Coordinator to Communications Coordinator.

The Communications Coordinator role is to plan and organize events, promote year-round activities at Fair facilities, support the Fair's ongoing educational programs, and coordinate the annual County Fair in conjunction with Fair staff. The position requires strong organizational skills, attention to detail, and a passion for marketing and event coordination. The Communication Coordinator position requires a specific staff position dedicated to managing the coordination and implementation of such events, on a year-round basis.

Currently, the Director and Assistant Director positions are working together to fill the void in staff to support the requirements of the Fair's communication outreach programs. This capacity issue for current staff will be resolved by advertising an updated, relevant description of job duties and title to fill the vacancy in this current position, a position currently approved for in the FY2025 budget.

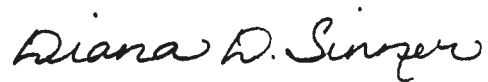
**Responsibilities:**

See attached job description, reviewed and edited by HR.

Salary:

The vacant Office Coordinator position is budgeted at the midpoint of grade 12 for FY2025. In consultation with HR, including market comparisons and degree of responsibilities, the suggested salary range is grade 13. Due to vacancies, the Fair FY2025 budget can absorb the differential.

Sincerely,

A handwritten signature in cursive script that reads "Diana D. Sinner". The signature is written in black ink and is positioned below the word "Sincerely,".

Diana D. Sinner  
Director, Canyon County Fair