

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV73705
Job Class Code:	560	Salary Schedule:	AREG
EEO Category:	05	Grade:	16
Workers Comp Code:	9016		

Job Code Established:	07/01/75	Effective Date:	
Job Code Revised:	01/01/94	Effective Date:	

JOB CODE SERIES: Public Information and Industrial Services

JOB CODE TITLE: COMMERCIAL SPACE SUPERVISOR

HRIS TITLE: COMMERCIAL SPACE SPV

CHARACTERISTICS OF THE CLASS: Under direction is responsible for work of considerable difficulty in soliciting and selling space at the State Fair to exhibitors and concessionaires and develops and enforces utilization rules and regulations; and performs related work as required.

EXAMPLES OF DUTIES: Solicits customers for space at the State Fair in person and by correspondence; sells and allocates space to concessionaires and exhibitors; collaborates in modifications of lease agreement; collects, receipts and transmits space rental fees; explains and enforces rules, regulations and lease agreements with concessionaires and exhibitors; inspects space utilizations and enforces compliance with leases; monitors exclusive contracts to avoid infringement; enforces compliance with health and labor law standards; evaluates and rates concessionaires and exhibitors upon aesthetic impression and compliance with rules; advises concessionaires and exhibitors; cooperates with auditors and state agencies in the collection of fees and enforcement of laws and standards.

KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of: the space and facilities available at the State Fair Grounds; State Fair concessions and exhibits and their physical requirements; State Fair rules and regulations and laws governing the operation; some knowledge of lease agreements.

Skill/Ability to: solicit and sell; enforce regulations tactfully with transient business men; function well under pressure; speak and write effectively.