

**Office of State Budget and Management**  
**Establish New, Receipt-Supported Positions**  
(G.S. 143-34.1)

Agency: NCDA & CS

Division: Marketing

Budget Code: 1005

Center Title: 5200

Center Number: 5220

**\*\*\* Position Information \*\*\***

Proposed Classification: Processing Assistant IV Proposed Salary Grade: 59

Salary Range: \$20,576 - \$30,839 Proposed Effective Date: 02/01/04

Number of Positions: 1

	<u>Center Authorized Budget</u>	<u>Current Request</u>
Total Budget	\$ 1,218,654	\$31,333
Receipts	\$ 1,218,654	\$31,333
Appropriation	\$ 0	\$ 0

Funding Source(s): 424410 Rental of Real Property, 455700 Gate/Admission Fees, 435700005 Midway Receipts, 43590002 Entry Fees, 43590003 Privilege Fees

**Justification for Position (including description of duties and responsibilities):**

This position works with the concessionaires at the Mountain State Fair assigning rental spaces, selecting vendors, collecting rental fees, collecting proof of insurance, and health forms for the Buncombe County Health Department for those vendors selling food. The employee also assigns and rents RV spaces and golf carts and sells entrance tickets. The employee works with the concessionaires to see how many electrical connections are needed. This position serves as the liaison between the vendors and the wholesale suppliers for such products as ice, drinks, etc. The vendors' manual showing the Fair rules and regulations is prepared and updated by this employee. This position assists all the vendors with their needs and answers their questions. A temporary employee has filled this position for the first ten years of the Mountain Fair working from March through September. The fair has made tremendous growth and needs a permanent employee who can bring consistency to this position as well as work with corporate sales.

Statutory Reference for Request

Clara Gay

Presentation to be made by

Director of Budget & Finance

Title

Agency Head Signature

State Budget Officer Signature