

Exhibit Representative II
Knowledge, Skill, Ability, and Personal Characteristic Statements Rating
Results

KSAPC #	Knowledge, Skill, Ability, and Personal Characteristic Statement
K1.	Problems and practices involved in presenting shows and exhibits.
K2.	Principles and techniques of designing, constructing, and installing (displaying) exhibits.
K5.	Fair exhibits and competitions.
K6.	Basic event planning and how to find resources.
K7.	State rules.
K8.	Exhibit departments (divisions and classes) and their rules.
S1.	Perform clerical duties, telephone, fax, computers, and copy machine.
S2.	Utilize the following computer software - Microsoft Office (i.e., Word, Access, Excel, PowerPoint), Adobe Acrobat, and ShoWorks (or similar exhibitor software program).
S3.	Communicate with exhibitors about comments, concerns and ideas.
S4.	Supervise a group of employees and volunteers.
A1.	Communicate effectively at a level required for successful job performance.
A2.	Write, create, and develop rules, and regulations pertaining to exhibits department.
A3.	Write, create, and develop exhibit material.
A4.	Direct the work of others for Exhibit / program set-up, maintenance, and tear down.
A5.	Communicate and follow safety policies and procedures.
SPC1.	Willingness to work irregular or unusual hours and to be subject to call as required.