

Exhibit Supervisor
Knowledge, Skill, Ability, and Personal Characteristic Statements Rating
Results

KSAPC #	Knowledge, Skill, Ability, and Personal Characteristic Statement
K01	Knowledge of methods and problems involved in presenting shows and exhibits.
K02	Knowledge of principles and techniques of designing, constructing and installing (displaying) exhibits.
K03	Knowledge of classes and types of exhibits shown at fairs.
K04	Knowledge of judging qualifications.
K05	Knowledge of California Agriculture and the specialized products of the relevant fair regions.
K06	Knowledge of event planning and how to find resources.
K07	Knowledge of organization and role of District Fairs in California.
K08	Knowledge of marketing and/or communication tactics and strategies
K09	Marketing principles and public relations
K10	Knowledge of various computer software (e.g. word processing and internet applications), creating documents, conducting research and communicating.
K11	Knowledge of supervisory principles, practices and techniques to plan, oversee, and direct the work activities of employees.
K12	Knowledge of principles and practices of human resources management, including training, labor relations and safety.
K13	Knowledge of a Supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.
A01	Ability to advise on scenic and physical features for a presentation or display; program show events.
A02	Ability to write, create, and develop exhibit material.
A03	Ability to foresee and meet necessary work deadlines.
A04	Ability to communicate effectively at a level required for successful job performance.
A05	Ability to perform clerical duties, telephone, fax, computers, and copy machine.

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A06	Ability to use computer software - Microsoft Office (i.e., Word, Access, Excel, PowerPoint), Adobe Acrobat, Internet applications, and ShoWorks (or similar exhibitor software program).
A07	Ability to analyze situations accurately and take effective action.
A08	Ability to work cooperatively with others in a variety of circumstances.
A09	Ability to direct the work of others for exhibit/program set-up, maintenance and tear down.
A10	Ability to mentor, motivate, develop and train staff so they may perform their job effectively and successfully.
A11	Ability to effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.