

Deputy Manager I, DAA
Knowledge, Skill, Ability, and Personal Characteristic Statements Rating Results

KSAPC #	Knowledge, Skill, Ability, and Personal Characteristic Statement
K01	Knowledge of good business practices and methods.
K02	Knowledge of principles of budget development and control, fiscal management, procurement and contract administration as per the California state requirements.
K03	Knowledge of procedures of budget development and control, fiscal management, procurement and contract administration.
K04	Knowledge of practices of budget development and control, fiscal management, procurement and contract administration.
K05	Knowledge of long-range capital planning according to the Board.
K06	Knowledge of resource development.
K07	Knowledge of principles and practices of human resources management, including training, labor relations and safety.
K08	Knowledge of planning, coordinating and managing to make sure all parties involved are working together and do their part to produce an event.
K11	Knowledge of event and facility security requirements and methods.
K12	Marketing principles and public relations.
K13	Knowledge of multi-purpose facility programs, such as annual fairs, commercial and competitive exhibits, conventions, trade shows, concerts, live horse racing, satellite wagering and all interim events.
K14	Knowledge of a Manager's/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.

KSAPC #	Knowledge, Skill, Ability, and Personal Characteristic Statement
K15	Knowledge of various computer functions, including both hardware (e.g. mouse and keyboard) and software (e.g. word processing and internet applications), creating documents, conducting research and communicating.
A01	Ability to effectively organize, coordinate, oversee and/or manage a variety of a District Agricultural Association's (DAA) operations, programs, and services.
A02	Ability to be a successful effective program administrator.
A03	Ability to communicate effectively at a level required for successful job performance.
A04	Ability to mentor, motivate, develop and train staff so they may perform their job effectively and successfully and to work well independently with minimal supervision.
A05	Ability to provide work evaluations for assigned staff.
A06	Ability to work independently on a variety of assignments concurrently.
A07	Ability to express ideas effectively to proper audience to ensure a positive outcome.
A08	Ability to develop and make public presentations to community organizations and groups.
A09	Ability to interpret policies and procedures, as they are intended.
A10	Ability to resolve emergency situations promptly and effectively.
A11	Ability to work under pressure and meet established deadlines.
A12	Ability to develop and control budget expenditures.
A13	Ability to gather, organize and summarize data using surveys or online references.
A14	Ability to gather and organize data using excel spreadsheets.

KSAPC #	Knowledge, Skill, Ability, and Personal Characteristic Statement
A15	Ability to reason logically and creatively, utilizing a variety of analytical techniques to develop and evaluate alternatives.
A16	Ability to prepare reports (i.e. Integrated waste management, Fleet and Asset Management [FAM] web site and recycling) and correspondence.
A17	Ability to organize and establish work objectives and priorities for assigned operations and services.
A18	Ability to establish and maintain cooperative working relationships with fellow employees and clients.
A19	Ability to effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.
SPC01	Willingness to work long and irregular hours.
SPC02	Special Personal Characteristics - ability to effectively contribute to new business building opportunities based on the District Agricultural Association's (DAA) objectives and strategy.
SPC03	Special Personal Characteristics - ability to evaluate program issues, draw sound conclusions, and develop long-range plans to achieve objectives which are both aggressive and realistic.