

Deputy Manager I, DAA
Essential Task Ratings Results

Task #	Task Statement
1	Serves as an assistant manager to the Chief Executive Officer (CEO) or Secretary Manager in planning and organizing major phases of the activities of a District Agricultural Association (DAA).
2	Participates in recommending and implementing program policy by giving input and/or recommending new District Agricultural Association (DAA) policies to the Board Policy committee.
3	Participates in researching and creating policy development for the District Agricultural Association's (DAA).
4	Participates in decisions, planning and evaluating of various programs (i.e. Fair and interim rentals, etc).
5	Participates in program evaluation regarding Fair programs and interim rentals.
6	Recommends new program direction to bring in new revenues to the Fair and interim business.
7	Recommends new program policies when needed.
8	Recommends new program rules and regulations regarding interim rentals.
9	May work and administer with Chief Executive Officer (CEO) and Board of Directors of the District Agricultural Association (DAA) in developing and implementing Capital Improvement Projects, Capital Expenditure Account and Master Plan for the District Agricultural Association (DAA) budgets.
10	May work with Chief Executive officer (CEO) to represent the District Agricultural Associations (DAA) with a variety of State, Federal, local agencies, members of the Legislature, and the media.
11	May work with the Chief Executive Officer (CEO) to consult with and advises board members and community and trade organization representatives regarding District Agricultural Association (DAA) operations involving union contracts, architectural plans and bid packages, construction contracts and change orders, funding, land use and planning, community and environmental concerns.

Task #	Task Statement
12	May work with Chief Executive Officer (CEO) to plan and manage a variety of operational program areas, such as contract management, security, telecommunications, safety, maintenance, and facilities development programs, or administrative programs including personnel, computer services, procurement, and financial operations.
13	Reviews pending legislation and advises the Secretary-Manager and the Board of Directors.
14	Represents the District Agricultural Association (DAA) at industry conventions.
15	May work with Chief Executive Officer (CEO) to plan and negotiate financially significant, long-term leases, contracts, and grants on behalf of the District Agricultural Association (DAA).
16	When necessary review and/or approve contract provisions and language.
17	Prepares and files financial or various reports of all California state required reports (i.e. Fleet and Asset Management System [FAMS], State Agency Buy Recycled Campaign [SARBC], etc.) to include, but not limited to the internal agency forms, County, State and Federal.
18	Makes presentations to Board of Directors, service groups, and/or numerous community partners to represent the District Agricultural Association (DAA).
19	May supervise a small group (typically three to five staff) of full time civil service (i.e. Office, event, parking and/or seasonal staff).
20	May prepare minutes for the Board of Directors monthly.
21	Create and implement policies and procedures for policy manual.