

Deputy Manager II, 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 development, planning, 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 decisions, planning and evaluating of various programs (i.e. Fair and interim rentals, etc).
4	Recommends new program direction to bring in new revenues to the Fair and interim business.
5	Recommends new program rules and regulations regarding interim rentals.
9	Represents the District Agricultural Association with a variety of State, Federal, local agencies, members of the Legislature, and the media.
10	Plans and manages a variety of operational program areas, such as contract management, security, telecommunications, safety, maintenance, and facilities development programs, and/or administrative programs including personnel, computer services, procurement, and financial operations.
11	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).
12	Prepares and files all required compliance reports including, but not limited to, Fleet and Asset Management System [FAMS], State Agency Buy Recycled Campaign [SABRC], Energy Star, Waste Diversion, etc. for the internal agency, County, State and Federal.
13	Reviews pending legislation and advises the Secretary-Manager and the Board of Directors.
14	Represents the District Agricultural Association at industry conventions.

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15	Approves contract provisions and language.
16	Prepare reports and presentations to the Board of Directors, service groups, and/or numerous community partners to represent the District Agricultural Association (DAA).
17	May supervise a small group (typically three to five staff) of full time civil service (i.e. Office, event, parking and/or seasonal staff).
19	Participates in researching and creating policy development for the District Agricultural Association's (DAA).
20	Assists the Chief Executive Officer and Board of Directors with creating and implementing policies and procedures for policy manual.
21	Recommend new program direction for marketing, public relations, and competitive exhibits.
22	Implementation of all day-to-day operations, accounting, marketing, advertising, interim events, sponsorships, maintenance, commercial/competitive exhibits, live racing operations, and satellite wagering.
26	Provides oversight to and assistance to all department heads, supervisors, and other employees with their duties fair time and interim.
28	Provides oversight and reviews and approves all contractual provisions, reviews and edits change orders and funding sources.
31	Oversees concessions and commercial exhibits.
32	Oversees all operational functions of the fair including, but not limited to, coordinating maintenance needs, dates and times, security, police scheduling, gates, parking lots, all gate ticket sales, janitorial and guest services.
34	Coordinates all special days, meetings and/or events during the fair i.e. senior's day, Kid's Day, band review, 4.0 and Above, Western Fair Association (WFA) and California Racing Fairs (CARF) meetings, etc.