



## **Butte County Fair Association CEO Recruiting Package**

**Position will be posted for a minimum of 30 days  
Application DEADLINE is Thursday April 28, 2022 at 5 PM  
Start date is between August 1, 2022 and December 1, 2022, dependent  
on qualified applicants' availability, experience, and training process.**



**“Success is no accident. It is hard work, perseverance, learning, studying, sacrifice and most of all, love of what you are doing or learning to do”  
- Pele**

## The Position

The Chief Executive Officer (CEO) is appointed by the Butte County Fair Association Board (Board). Designated as an at-will position, the CEO is responsible for implementing the policies and the vision of the Butte County Fair Association's Board of Directors and ensuring the financial success of the organization.

Under the direction of the Board, the CEO plans, organizes, implements, and administers the development and utilization of Fairground facilities. The CEO is responsible for ensuring appropriate and maximum utilization of the fairgrounds on a year-round basis.

Responsibilities of the Chief Executive Officer include but are not limited to:

- Business Administration, Maintenance and Operations, Management of Staff, Community Outreach, Finance, Accounting and Budgeting, Maintaining the Financial integrity of the Operation, Interim Events Sales and Oversight, Personnel, Marketing & Public Relations, Planning & New Business Development, Contracts, Grant Development and Execution, Project Management and more.

The new CEO will be expected to continue to expand the access and use of the facilities throughout the year using an entrepreneurial approach. In addition, the CEO interacts effectively with government entities and the community with a focus on future development issues related to the Fairground and the surrounding area.

## Qualifying Education & Experience - Minimum

**Education:** Possession of a bachelor's degree from an accredited college or university, preferably with major coursework in business or public administration, marketing, communications, or related field. *Additional qualifying experience may substitute for education.*

**Experience:** Must have a minimum of four years experience working in an Administrative or Management capacity, performing event coordination and management, public relations, marketing, and promotional activities. The ideal candidate will have experience with Fairs and/or other events of that size.

## Ideal candidates will have a working knowledge and experience in several of these key areas:

- Working with the public, public agencies, and local and regional government bodies.
- Experience writing, managing, negotiating contracts, grants, and sponsorships.
- Experience and familiarity with Junior Livestock Show. Including hands-on experience with 4-H, FFA and Grange
- Emergency management experience
- Experience with RV Park Operations
- Entertainment selection and contracting
- Supervising staff and volunteers
- Public swimming pool operations
- Operating within applicable rules and regulations of the Division of Fairs and Expositions of the State Department of Agriculture.

## Compensation

A competitive annual salary will be offered for this position based on the applicant's experience and commensurate with the California State Class 2 Fair System CEO classification for salary, vacation, and sick leave.

- Salary range of \$86,652-\$106,092 is listed in the 2022 update of the California State Class 2 Fair System CEO classification.
- The position includes the California Public Employees Retirement System

## To Apply

This is a **confidential recruitment process** and will be handled accordingly throughout the various stages of the process. Candidates should be aware that references will not be contacted until mutual interest has been established.

Interested candidates should apply by submitting a compelling cover letter, comprehensive resume, completed application and a minimum of three (3) professional references via email to Board President, Erin Dewell, [applybuttecountyfair@gmail.com](mailto:applybuttecountyfair@gmail.com)

**The first review of resumes will begin shortly after the closing date Thursday, April 28, 2022 5:00 PM.** The start date for the position will range from August 1, 2022, to December 1, 2022 based on the availability of the candidate chosen and the training process requirements.

**All qualified candidates are strongly encouraged to submit career credentials for review and consideration.**

Candidates should be aware that the Board, reserves the right to determine the best combination of education and experience required for the position.

If you have any further questions or would like to discuss the opportunity further, please contact Erin Dewell, Board President, at [inquiriesbuttecountyfair@gmail.com](mailto:inquiriesbuttecountyfair@gmail.com). Confidential inquiries are welcomed.



# Application For Employment

We are an Equal Opportunity Employer and committed to excellence through diversity

Please print or type. The application must be fully completed to be considered. Please

## Personal Information

Name \_\_\_\_\_

Address _____	City _____	State _____	Zip _____
Phone number _____	Email address _____		
Are you legally eligible to work in the US? Yes <input type="checkbox"/> No <input type="checkbox"/>	Are you a veteran? Yes <input type="checkbox"/> No <input type="checkbox"/>		
If selected for employment are you willing to submit to a background check? Yes <input type="checkbox"/> No <input type="checkbox"/>			

## Position

Position you are applying for _____	Available start date _____	Desired pay _____
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Employment desired  Full time  Part time  Seasonal/Temporary

## Education

School name	Location	Years attended	Degree received	Major

## References (business and professional only)

Name	Title	Company	Phone

## Employment History

<b>Employer (1)</b>	Job title		Dates employed
Work phone	Starting pay rate		Ending pay rate
Address	City	State	Zip
<b>Employer (2)</b>	Job title		Dates employed
Work phone	Starting pay rate		Ending pay rate
Address	City	State	Zip
<b>Employer (3)</b>	Job title		Dates employed
Work phone	Starting pay rate		Ending pay rate
Address	City	State	Zip
<b>Employer (4)</b>	Job Title		Dates employed
Work phone	Starting pay rate		Ending pay rate
Address	City	State	Zip
<b>Employer (5)</b>	Job title		Dates employed
Work phone	Starting pay rate		Ending pay rate
Address	City	State	Zip

Name (please print)

Signature

Date