



**CHIEF EXECUTIVE OFFICER, (Permanent Intermittent, Exempt)
GLENN COUNTY FAIR, 42nd District Agricultural Association (Orland, California)**

The Position: The Board of Directors of the 42nd District Agriculture Association is seeking an experienced administrator to work an average of 25-30 hours per week to organize, implement and administer the annual Fair, and to develop and execute a plan for the utilization of the Fairgrounds on a year-round basis.

The CEO is an "at will" employee who serves at the pleasure of a nine-member Board of Directors appointed by the Governor. The Board establishes the policies and procedures of the Association. The CEO implements the policy and procedures of the Board and oversees the Association.

Like many Fairs in California, the loss of State funding and the COVID-19 Pandemic are currently requiring Fairs to look at different business strategies to maintain financial sustainability. The CEO will be required to work collaboratively with the Board in developing a successful Strategic Business Plan that will lead to financial sustainability and return the CEO position to full time.

About the Glenn County Fair: The annual Fair is held for four days on the third weekend in May. The Fairgrounds is an important asset to the City of Orland and to the County of Glenn for education, entertainment and recreation activities.

Glenn County is home to 28,000 people who enjoy an agricultural heritage and rural way of life. Livestock and agriculture is a big part of the Glenn County Fair.

The Association's annual budget is approximately \$725,000 generated from the annual Fair revenue and from year-round events.

On a year-round basis, the Fair employs one full time maintenance person who is supported by several part time employees. The CEO is supported by 2-3 part time employees. The staff is augmented by a large part time employee and contract workforce who assist with the operations of the annual Fair. The Glenn County Fair Heritage Foundation, a nonprofit organization, assist the Fair with volunteers and provide fundraising support.

The Board of Directors meet monthly, normally the third Tuesday of each month at 6:30pm.

The Ideal Candidate: The ideal candidate is someone with extensive management experience and administrative skills that has the proven ability to work for, and provide leadership to, the staff and the Board of Directors. The candidate can work collaboratively with the Board and staff to develop a vision that sets a new course for the Association, capitalizing on new sources of revenue through better marketing and brand development and identifying inefficiencies to reduce costs. A background in operating Fairs or similar event facilities is desired, but not a must. The candidate knows the Glenn County community and can effectively access and communicate with governmental and community leaders.

Salary: ¾ time salary of the Secretary-Manager II, District Agriculture Association (25-30 hours per week), plus Public Employee Retirement System (PERS), Annual Leave, Health Plan, Dental Plan, Vision Plan, Life Insurance, Holidays and Deferred Compensation Plan, upon eligibility.

Apply To: Please email your cover letter and resume to ad hoc committee members Geoff Bittle and Shannon Douglass at glenncountyfair@gmail.com. The Application deadline is **July 1, 2021**.

Selection Process: The most qualified candidates will be invited to interview with a two-person committee of the Board. One or more finalists may be invited to interview before the full Board at a time and date to be determined.