



The Twenty Seventh District Agricultural Association (27th DAA) Board of Directors is seeking applicants for the position of **Secretary-Manager III (CEO)**.

FINAL FILING DATE: October 5, 2018

TIME BASE: Full Time

SALARY RANGE: \$7,335 - \$8,980 /month

BENEFITS: Medical, Dental, Vision, Annual Leave, PERS Defined Pension Retirement

START DATE: November 5, 2018 or soon after

27th DAA MISSION STATEMENT:

The Shasta District Fair is a year round multi use complex committed to providing: a showcase for agriculture, traditional family fun and entertainment for everyone, a venue for events, technology, education, local business and community interaction, and excellence in service.

THE POSITION:

The 27th DAA is seeking an experienced administrator to continue its strong traditions and to identify opportunities to expand its annual Fair and other community events. The CEO of the 27th DAA is an officer appointed by, and reports to, the 27th DAA Board of Directors. Under the direction of the Board, the CEO plans, organizes, implements, and administers the development and utilization of fairground facilities, providing the public with a variety of entertainment, social, educational, cultural, and recreational activities. The CEO directs the work of the staff of the 27th DAA. Emphasis is on administration and management, financial accounting, planning, marketing, facility enhancement, community outreach, and public relations.

The CEO has the key responsibility of implementing the vision of the Board of Directors and assuring the financial success of the fairground. The latter involves booking interesting, viable events throughout the year that attract attendance and maintain the reputation of the fairgrounds, while ensuring compliance with State law, rules, and regulations. In addition, the CEO develops marketing strategies to attract maximum use of the facilities and participation in the activities presented; attends all Board meetings and arranges for development of agendas and minutes; and solicits the donations of funds and services.

THE IDEAL CANDIDATE:

The CEO of the 27th DAA must be a highly skilled individual with extensive management and administrative abilities. They must also have a strong understanding of the various practices and principles of fair and/or other business event management, including public relations, personnel and financial administration, contract negotiation and administration, and property management practices. The ideal candidate is a strategic thinker capable of implementation through teamwork and collaboration and able to communicate effectively with people from all walks of life, including community representatives, elected officials, Board members, executive team members, other State department staff, and media. The CEO must be willing to work irregular hours and weekends, to perform personally at any job level, to participate in community activities and organizations, and to be creative, resourceful, flexible, objective, cooperative, and personable.

In addition to the above, the ideal candidate will possess the following characteristics, competencies, and style:

- Track record of success designed to increase organizational efficiency and effectiveness
- Strong leadership and staff-coaching skills to continue leading a strong management team
- Track record of solid budgeting experience and expertise
- Flexible and unbiased, with a high level of integrity
- Ability to establish and maintain the confidence of a governing Board
- Ability to manage multiple programs, projects, and priorities
- Effective and persuasive communication skills
- An agent of positive change; provides direction and energy
- Flexible, able to see more than one solution to a situation
- Decisive once input has been received and viewpoints are known and understood
- Fiscally astute; makes the most of financial resources
- Fundraising, grant and sponsorship development

APPLICATION INSTRUCTIONS:

- Link to application:
<https://www.shastadistrictfairandeventcenter.com/employment-opportunities>
- Complete the application form fully. The Board of Directors may refuse consideration of incomplete applications.
- Type your responses to the application questions in the spaces provided. You may explain or otherwise elaborate on your answers to questions by attaching additional sheets of paper. Each attachment should clearly denote the question(s) to which it pertains.
- Attach your resume.
- Attach a list of five references, with addresses and telephone numbers.
- Submit the completed application form and attachments to:

27th DAA Board of Directors
CEO Selection Process
1890 Briggs Street
Anderson, CA 96007

SELECTION PROCEDURES:

- A screening committee will evaluate each applicant's personal resume and application.
- Personal interviews will be scheduled at the fair (Ferreira Hall) with a selected number of the most qualified candidates during the week of October 15, 2018.
- The applications of all candidates will be held in strict confidence.
- The fair board or its representative reserves the right to contact selected individuals who are familiar with the accomplishments of applicants.
- It is anticipated that the Board of Directors will make its final determination on or before October 26th.

Please address questions about this position or application process to ceo@SDFEventCenter.com or (530) 378-6789.

DISQUALIFICATIONS:

Any applicant who attempts to contact individual Board members or members of the Selection Committee with the **intent of influencing** the decision of the Board or Committee will be disqualified as a candidate for the position.