



CAREER OPPORTUNITY ANNOUNCEMENT

Chief Executive Officer

The Lake County Fair (49th District Agricultural Association) in Lake County is accepting applications for its Chief Executive Officer. The ideal candidate will have demonstrated knowledge and experience in developing and managing budgets, maintaining sound fiscal policy, day-to-day record-keeping including payroll, and preparation of board and government required reports; planning, organizational restructuring and business development; fund-raising, grant and sponsorship development; recruiting, training and supervising employees and volunteers; producing and directing community-relevant programs, entertainment activities and special events; developing and implementing marketing plans and strategies; and be knowledgeable in the areas of purchasing, facility maintenance, public relations, contracting, and technology. The candidate must have the ability to work cooperatively and communicate effectively with staff and volunteers, the board of directors, governmental agencies, local businesses, media and the community. Application documents will be accepted until position is filled. Requests for application and position information may be obtained by writing: CEO Selection Process, 49th District Agricultural Association, P.O. Box 70, Lakeport, CA 95453.

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49th District Agricultural Association (DAA)
401 Martin Street, Lakeport, CA 95453

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CHIEF EXECUTIVE OFFICER LAKE COUNTY FAIR

49TH DISTRICT AGRICULTURAL ASSOCIATION (DAA)
401 Martin Street, Lakeport, CA 95453

FINAL FILING DATE:	Open until filled
TIME BASE:	Full time
SALARY RANGE:	\$6,673-\$8,170 monthly (Exempt position)
BENEFITS:	Medical, dental and vision, annual leave, and PERS retirement is available

QUALIFICATIONS:

Desired

- Experience in Fair management or large event production
- Experience in an executive leadership capacity or management role
- Experience in business administration, public administration, marketing, public relations, communication, entertainment or related fields
- Proficient computer skills; working knowledge of office programs such as Excel Quickbooks and Word
- Demonstrated knowledge and experience in developing and managing budgets, maintaining sound fiscal policy; day-to-day record-keeping including payroll; and preparation of board and government required reports
- Knowledge and experience in planning, organizational restructuring and business development
- Knowledge and experience in fund-raising, grant and sponsorship development
- Ability to work cooperatively and communicate effectively with staff, board of directors, governmental agencies, local businesses, media and the community
- Knowledge and experience in recruiting, training and supervising employees and volunteers; experience working with a board of directors or governing body
- Knowledge and experience in developing and implementing marketing plans and strategies
- Knowledge and experience in producing and directing community-relevant programs, entertainment activities and special events
- Knowledgeable in the areas of purchasing, facility maintenance, technology, contracting, and negotiating
- Knowledge in the areas of agriculture, livestock, farming and youth programs such as Future Farmers of America (FFA) and 4H
- Ability to create and deliver public presentations
- An Associate or Bachelors Degree or educational certificate(s) in business, marketing, communications, or related fields

DISQUALIFICATIONS:

Any applicant who attempts to contact directly 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.

ADDITIONAL INFORMATION ABOUT THE DAA:

Lake County, CA. Driving directions to fairgrounds can be found on the Lake County Fair website (<https://www.lakecountyfair.com/>). Additional information about Lake County can be found on the Lake County Chamber of Commerce website (LakeCoChamber.com).

DAA Facility Facts:

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| * 35 acres | * Parking: 1500 |
| * 7 major bldgs (approx. 65,680 sq. ft.) | * Horse stalls: 40 |
| * 3,500 seat grandstand/bleachers | * RV hook-ups: 35 |
| * ¼ mile asphalt racetrack | |

DAA Operational Facts:

- * 2019 budget: \$674,000
- * Current full-time staff: 3 & 3 part-time
- * 2019 fair attendance: 38,000
- * 2020 fair dates: Sept. 3 – Sept. 6
- * 2018 interim attendance: 200,000

APPLICATION PROCEDURES:

Qualified applicants are invited to submit an application together with a personal resume and 3 references to:

CEO Selection Process
49th District Agricultural Association
P.O. Box 70
Lakeport, CA 95453

SELECTION PROCEDURES:

- A screening committee will evaluate each applicant's personal resume and application.
- The applicants considered to be the best qualified for the position will be referred to the DAA's board of directors for further consideration.
- Personal interviews will be scheduled at the fair boardroom with qualified candidates.
- A panel interview will be conducted by the board of directors.
- 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.
- The Board of Directors will make the final determination in a timely manner following the resume and application review period and the interview process.

FINAL SELECTION IS SUBJECT TO BACKGROUND CHECK

Questions regarding application or selection procedures may be directed to CEO Search