

CAREER OPPORTUNITY ANNOUNCEMENT

CHIEF EXECUTIVE OFFICER MOTHER LODE FAIR 29TH DISTRICT AGRICULTURAL ASSOCIATION (DAA)

220 Southgate Drive
Sonora, CA 95370

FINAL FILING DATE: Until Filled

TIME BASE: 119 Days or 1,000 hours

SALARY RANGE: \$25.00 / hour

BENEFITS: None offered

QUALIFICATIONS:

Desired

- Experience in business administration, public administration, marketing, public relations, communication, entertainment or related fields
- 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 on monthly basis.
- 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, hiring, training, performance managing, establishing work flows and standards, and supervising employees and volunteers
- 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, public relations, contracting, and technology
- Ability to create and deliver public presentations
- Promote the ideas and mission of the Mother Lode Fair grounds; address the concerns of the community/proactive ambassador.
- Knowledge of the Fair industry.
- Assist with the development of fair policy.
- Overseeing year round maintenance of facilities and grounds.

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.

APPLICATION PROCEDURES:

The DAA is working with the California Department of Food and Agriculture (CDFA) for the recruitment process. Qualified applicants are invited to download an application from the website: www.motherlodefair.org. The application, resume and 5 references should be sent to the attention of:

CEO Selection Process
Attention: Brian May,
CDFA Fair Consultant
bamay@comcast.net

SELECTION PROCEDURES:

- o A screening committee will evaluate each applicant's personal resume and application and perform a first round of interviews. This step is anticipated to take place in early 2017.
- o The applicants considered to be the best qualified for the position will be referred to the DAA's board of directors for interviews.
- o The applications of all candidates will be held in strict confidence during the selection process.
- o The fair board or its representative reserves the right to contact selected individuals who are familiar with the accomplishments of applicants.

Questions regarding the position may be directed to Brian May @ 916-444-6133.

Job Announcement (Short Form)

Chief Executive Officer

The Mother Lode Fair, 29th District Agricultural Association) in Tuolumne 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. Advertising for the position will continue until filled. Applications can be downloaded from: www.motherlodefair.org. Questions can be directed to Brian May @ bamay@comcast.net or 916-444-6133.