

Deputy Manager II, DAA
Knowledge, Skill, Ability, and Personal Characteristic Statements Rating Results

KSAPC #	Knowledge, Skill, Ability, and Personal Characteristic Statement
K1	Good business practices and methods including accounting principles, customer service, and relationship building.
K2	Principles, procedures, and practices of budget development and control, fiscal management, procurement and contract administration as per the California state requirements.
K5	Principles and practices of human resources management, including training, labor relations and safety.
K6	Planning, coordinating and managing to make sure all parties involved are working together and do their part to produce an event.
K7	Event and facility security requirements and methods.
K8	Marketing principles and public relations.
K9	Multi-purpose facility programs, such as annual fairs, commercial and competitive exhibits, conventions, trade shows, concerts, live horse racing, satellite wagering and all interim events.
K10	Manager's/Supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.
K11	Various computer functions, including both hardware (e.g. mouse and keyboard) and software (e.g. word processing and internet applications), creating documents, conducting research and communicating.
K13	Principles and techniques of designing, constructing, and installing exhibits.
K14	Event planning, coordination, and management.
K15	Basic personnel and accounting principles.
K16	Principles of supervision.
S1	Computer skills.
S2	Reading, writing, and speaking.

KSAPC #	Knowledge, Skill, Ability, and Personal Characteristic Statement
A1	Effectively organize, coordinate, oversee and/or manage a variety of a District Agricultural Association's (DAA) operations, programs, and services.
A2	Be a successful effective program administrator.
A3	Communicate effectively with Board, management, staff, the public, and media at a level required for successful job performance.
A4	Provide work evaluations for assigned staff.
A5	Work independently on a variety of assignments concurrently.
A6	Ability to express ideas effectively to proper audience to ensure a positive outcome.
A7	Develop and make public presentations to community organizations and groups.
A8	Interpret policies and procedures, as they are intended.
A9	Resolve emergency situations promptly and effectively.
A10	Work under pressure and meet established deadlines.
A11	Develop and control budget expenditures.
A23	Ability to gather, organize, and summarize data using surveys, online references, and excel spreadsheets.
A13	Reason logically and creatively, utilizing a variety of analytical techniques to develop and evaluate alternatives.
A14	Prepare reports (i.e. Integrated waste management, Fleet and Asset Management [FAM] web site and recycling) and correspondence.
A15	Organize and establish work objectives and priorities for assigned operations and services.
A16	Establish and maintain cooperative working relationships with fellow employees and clients.
A17	Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

KSAPC #	Knowledge, Skill, Ability, and Personal Characteristic Statement
A18	Motivate, develop, and train staff.
A19	Deal with the public and employees in all sorts of positive and negative situations effectively.
SPC01	Willingness to work long and irregular hours.
SPC02	Special Personal Characteristics - ability to effectively contribute to new business building opportunities based on the District Agricultural Association's (DAA) objectives and strategy.
SPC03	Special Personal Characteristics - ability to evaluate program issues, draw sound conclusions, and develop long-range plans to achieve objectives which are both aggressive and realistic.
SPC04	Experience in fair and exposition management, including knowledge of California agriculture and the specialized products of the region.