

# SILVER DOLLAR FAIR

---

The Third District Agricultural Association (3<sup>rd</sup> DAA) Board of Directors is seeking applicants for the position of **Secretary-Manager III (CEO)**.

**FINAL FILING DATE:** May 4, 2018

**TIME BASE:** Full Time

**SALARY RANGE:** \$7,053 - \$8,980/month

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

**START DATE:** July 1, 2018 or soon after

## **3<sup>RD</sup> DAA MISSION STATEMENT:**

The 3<sup>rd</sup> DAA exists to promote agriculture with an emphasis on its importance to our local economy and to profitably produce the Silver Dollar Fair and interim events in a high quality and safe manner that respects the customers', employees', and the community's needs. The 3<sup>rd</sup> DAA is committed to be a leader in professional public event venues production in Northern California.

## **THE POSITION:**

The 3<sup>rd</sup> 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 3<sup>rd</sup> DAA is an officer appointed by, and reports to, the 3<sup>rd</sup> 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 3<sup>rd</sup> 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 3<sup>rd</sup> 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

## **APPLICATION INSTRUCTIONS:**

- Link to application:  
<http://www.silverdollarfair.org/CEO-Recruitment/index.html>
- 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.
- Application and attachments should be printed on plain white paper without staples.
- Submit the completed application form and attachments to:

3<sup>rd</sup> DAA Board of Directors  
c/o Hugh Santos  
3961 Dusty Lane  
Chico, California 95973

Please address questions about this position or application process to Scott Stoller at [scott@silverdollarfair.org](mailto:scott@silverdollarfair.org) or (530) 895-4477.

## **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.

# CEO APPLICATION

---

1. Name: \_\_\_\_\_

2. Residence Address: \_\_\_\_\_  
 \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

3. Date available to start work: \_\_\_\_\_

4. Have you ever been employed by a fair organization?      Yes      No  
 If so, when and where?

5. Present Business Title: \_\_\_\_\_  
 Company: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

6. Twelve-year work history: (begin with most recent or present employment)

<u>Employer</u>	<u>Title/Type of Business</u>	<u>City/State</u>	<u>Starting/Ending Dates</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

7. Educational history:

<u>College/Graduate School (Location)</u>	<u>Course of Study Degree Earned</u>	<u>Date of Completion</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

8. Professional licenses and certificates:

<u>Certificate/License</u>	<u>Date Issued</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

9. Current affiliations/memberships in professional organizations and/or societies:

Organizations/Societies

Starting Date

<u>Organizations/Societies</u>	<u>Starting Date</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

10.      Yes      No      Have you resided at your current residence less than 5 years?  
If yes, please list all residences for the past five years.

11.      Yes      No      Have you ever been affiliated (as an officer, owner, director, trustee, partner, advisor or consultant) with any institutions, corporations, firms, partnerships, business enterprises, non-profit organizations, etc. within the past five years which might present a potential conflict of interest or appearance of conflict of interest with the 3<sup>rd</sup> DAA, as defined in Government Code §1090 and/or §87100 et seq?  
If yes, please explain.

12.      Yes      No      Do you or any members of your immediate family own or have any interest which may present a conflict of interest with the 3<sup>rd</sup> DAA, as defined in Government Code §1090 and/or §87100 et seq?  
If yes, please explain.

13.      Yes      No      Do you or any members of your immediate family own any interest in any real property adjacent to or in proximity with the fairgrounds?

14.      Yes      No      Were you ever discharged, rejected during probation, or have you ever been requested to resign or resigned under unfavorable circumstances from any employment? (*You may omit any incident occurring over 7 years ago except a disciplinary or punitive dismissal, or a probationary period rejection from California State Civil Service*).  
If yes, please give details.

15.      Yes      No      Are you presently serving as an elected city or county official?

16.      Yes      No      Are you presently doing business with the 3rd DAA, any board director or staff member?  
If yes, please explain.
17.      Yes      No      Have you ever or do you currently utilize other names professionally?  
If so, please list.
18. Please explain qualities of yours which will prove beneficial should you be appointed as CEO of the 3rd DAA.
19. Please describe how you perceive the role of a CEO in relation to the Board of Directors at a DAA.

20. What is the importance of a fair to its community?

I certify that the foregoing questions are answered truthfully for the purpose of securing employment. If employed, I agree to conform to the rules and regulations of the State of California and the 3<sup>rd</sup> DAA. I understand that any false answers or statements on this application or any supplement thereto will be sufficient grounds for immediate discharge.

Print: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_