

# **Job Announcement**

## **Chief Executive Officer**

The Del Norte County Fair (or, 41<sup>st</sup> District Agricultural Association) in Del Norte 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. Deadline for submittal of application documents is 10/31/2017. Requests for application and position information may be obtained by writing: CEO Selection Process, 41st District Agricultural Association, 421 Hwy 101 N, Crescent City, Ca. 95531 or by downloading an application form the website, [www.dnfair.org](http://www.dnfair.org).

# CAREER OPPORTUNITY ANNOUNCEMENT

**CHIEF EXECUTIVE OFFICER**  
**Del Norte County Fair**  
**41st DISTRICT AGRICULTURAL ASSOCIATION (DAA)**  
421 Hwy 101 North  
Crescent City, Ca. 95531

**FINAL FILING DATE:** October 31, 2017  
**TIME BASE:** Fulltime  
**SALARY RANGE:** \$6,416- \$7,856. Monthly (Exempt position)

**BENEFITS:** Medical, dental and vision, annual leave, PERS retirement

**QUALIFICATIONS:**

**Desired**

- Degree or five years of experience in business administration, public administration, marketing, public relations, communication, entertainment, recreation administration 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
- 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
- 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
- Familiarity with fairs, 4H and FAA programs.

**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 AND THE AREA:**

The fair is located in Crescent City California on HWY 101 just minutes from the Pacific Ocean and located near the Redwood. Agricultural consist of dairies, beef, Easter lily bulbs and egg production.

**DAA Facility Facts:**

- \* 85 acres
- \* 11 buildings (approx. 109,285 sq. ft.)
- \* 800 seat grandstands
- \* Parking: 2000
- \* Horse stalls: 82
- \* RV hook-ups: 20

**DAA Operational Facts:**

- \* 2017 budget: \$750,000
- \* Current full-time staff: 3
- \* 2016 fair attendance: 30,000
- \* 2017 fair dates: Aug.3 to Aug. 6
- \* Major annual events: Holiday Fair, Home Show, Mud Bogs Racing, Beer Fest
- \* 2016 interim attendance: 200,000

**Community Facts:**

- \* County population: 28,610
- \* Elevation: 43 feet above sea level
- \* Climate: 40 to 65 degrees Fahrenheit
- \* Unemployment: 10%
- \* Industry: Government
- \* Recreation: fishing, hiking, beach combing
- \* County school attendance: 3752
- \* Median family income: \$40,847

**APPLICATION PROCEDURES:**

Qualified applicants are invited to download an application from the website: [www.dnfair.org](http://www.dnfair.org). The application together with a personal resume, describing your qualifications and 5 references to:

CEO Selection Process  
41st District Agricultural Association  
421 Hwy 101 N  
Crescent City, Ca. 95531

**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 a selected number of the most qualified candidates during the week of November 6th, 2017.
- 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 fair board or its representatives may wish to visit the home community of the final applicant(s).
- It is anticipated that the Board of Directors will make its final determination on or before November 15, 2017.

*Questions regarding application or selection procedures may be directed to: CEO Search Phone # 707-464-9556.*

**TO ALL PERSONS INTERESTED IN THE POSITION OF:**  
**Chief Executive Officer, 41st District Agricultural Association**  
**Crescent city, California**

Thank you for your interest in serving the citizens of Del Norte County and the California fair industry.

The chief executive officer at The 41st District Agricultural Association, serves at the pleasure of a nine-member board of directors. Each board director is appointed by the Governor to a four-year term. It also has a 5 member elected board that was created to manage the sale tax revenues.

To be considered for the position of chief executive officer, you must complete an application (enclosed) and submit it **no later than Oct 31, 2017**.

Please complete the application according to the following special instructions:

1. Complete the application form fully. The board of directors may refuse consideration of incomplete applications.
2. Type your responses to the application questions in the spaces provided. You may explain or otherwise elaborate on your answers to particular questions by attaching additional sheets of paper. Each attachment should clearly denote the question(s) to which it pertains.
3. Attach your resume.
4. Attach a list of five or more references, with addresses and telephone numbers.
5. Submit the completed application form and its attachments (stapled) to:

CEO Selection Process  
41<sup>st</sup> District Agricultural Association  
421 Hwy 101 N  
Crescent City, Ca. 95531

*Please address questions about this position or application process to  
the President, Board of Directors, at 707-464-9556.*

# CHIEF EXECUTIVE OFFICER APPLICATION

1. Mr. \_\_\_\_\_  
Ms. \_\_\_\_\_  
(First) (Middle) (Last)

2. Residence  
Address: \_\_\_\_\_  
(City) (County) (State) (Zip)  
Phone: (\_\_\_\_) \_\_\_\_\_

3. Position Desired: \_\_\_\_\_ Date Available: \_\_\_\_\_

4. Have you ever been employed by a fair organization? YES NO  
If so, when and where? \_\_\_\_\_

5. Present Business Title: \_\_\_\_\_  
Company: \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Salary: \_\_\_\_\_  
Address: \_\_\_\_\_  
(City) (County) (State) (Zip)  
Phone: (\_\_\_\_) \_\_\_\_\_ FAX: (\_\_\_\_) \_\_\_\_\_

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</u>	<u>Degree Earned</u>	<u>Date of Completion</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

8. **Professional licenses and certificates:**  

<u>Certificate/License</u>	<u>Date Issued</u>	<u>Certificate/License</u>	<u>Date Issued</u>
1) _____	_____	3) _____	_____
2) _____	_____	4) _____	_____

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

Organizations/Societies

Starting Date

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

Yes \_\_\_ No \_\_\_ Are you a citizen of the United States?

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 district agricultural association, as defined in Government Code §1090 and/or §87100 et seq? If yes, please explain.

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 district agricultural association, as defined in Government Code §1090 and/or §87100 et seq? If yes, please explain.

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?

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.

Yes \_\_\_ No \_\_\_ Are you presently serving as an elected city or county official?

Yes \_\_\_ No \_\_\_ Are you presently doing business with the 34th District Agricultural Association, any board director or staff member? If yes, please explain.

Yes \_\_\_ No \_\_\_ Have you ever or do you currently utilize other names professionally? If so, please list.

19. Please explain qualities of yours which will prove beneficial should you be appointed as chief executive officer of the 34th District Agricultural Association.

20. Please describe how you perceive the role of a chief executive officer in relation to the board of directors at a district agricultural association.

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

22. How did you learn of this job opening?

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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 34th DAA. I understand that any false answers or statements on this application or any supplement thereto, will be sufficient grounds for immediate discharge.

Date: \_\_\_\_\_

By: \_\_\_\_\_  
(Applicant)

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#### **AUTHORIZATION AND RELEASE**

I understand that should the offer of employment as chief executive officer of the 34th District Agricultural Association be made, it is conditional upon the completion and satisfactory results of an extensive investigation of my personal and business background. I hereby authorize the release of any and all information pertaining to me or businesses in which I participated, including information of a confidential or privileged nature in the possession of government or private agencies or individuals. I hereby release all such agencies or individuals who furnish such information from liability for damages which may result



from furnishing the information requested. I also understand that my consumer credit report may be requested and used in connection with this application for appointment. The source of the report shall be a major national credit reporting agency, such as TRW, TRANSUNION, or EQUIFAX. In the event such a request is made, the credit agency should provide me with a copy of the report.

Date: \_\_\_\_\_

By: \_\_\_\_\_

Applicant

How did you hear about our vacancy? \_\_\_\_\_

# STATE OF CALIFORNIA

## 41 st DISTRICT AGRICULTURAL ASSOCIATION

421 Hwy 101 N  
Crescent City, Ca. 95531

### RELEASE OF CONFIDENTIAL INFORMATION

Candidate's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

The individual named above is a candidate for employment with the 41st District Agricultural Association. The candidate authorizes the bearer of this document, as a representative of the 41st District Agricultural Association, to examine her/his personnel records, including a printout of the employee's employment history and leave balances, as part of the employment process.

#### AUTHORIZATION:

I understand that by signing this document I am authorizing a representative of the 41st District Agricultural Association to examine my personnel records. This authorization is solely for the purpose of applying for employment with the 41st District Agricultural Association.

\_\_\_\_\_  
Candidate's Signature

\_\_\_\_\_  
Date