

CAREER OPPORTUNITY ANNOUNCEMENT

CHIEF EXECUTIVE OFFICER San Joaquin County Fair 2nd DISTRICT AGRICULTURAL ASSOCIATION (DAA)

1658 S. Airport Way
Stockton, CA 95206

FINAL FILING DATE: July 20th, 2018

TIME BASE: Actual time base will be based on needs of the DAA and the candidate.

SALARY RANGE: \$7,752.00 - \$9,501 monthly (Exempt position)
(Salary rate reflects part-time fractions identified above.)

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

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
- Knowledge and experience in planning, organizational restructuring and business development
- Knowledge and experience in fund-raising and sponsorship development
- Ability to work cooperatively and communicate effectively with staff, board of directors, governmental agencies, law enforcement, 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

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:

Stockton, CA. Westbound drivers to the San Joaquin Fairgrounds can take Highway 4. From CA-4 W, turn left onto CA-4/E Charter Way/Dr M.L.K. Jr Blvd. After 1.4 miles, the Fairgrounds will be on your left.

DAA Facility Facts:

- * 252 acres
- * 6 buildings
- * 3,800 seat grandstand
- * 1 mile clay racetrack
- * Parking: 5,000
- * Horse stalls: 750
- * RV hook-ups: 30

DAA Operational Facts:

- * 2018 budget: approx. \$2.1 million
- * Current full-time staff: 6
- * 2018 fair attendance: 27,000
- * Major annual events: Stockton Asparagus Festival, San Joaquin Fair, World of Outlaws
- * 2018 interim attendance: 80,000
- * Number of 2018 interim events: 260

Community Facts:

- * County population: 726,106
- * Elevation: 174 feet above sea level
- * Climate: 60 to 105 degrees Fahrenheit
- * Unemployment: 6.6%
- * Industry: agriculture/tech
- * County school attendance: 147,000
- * Median family income: \$59,000

APPLICATION PROCEDURES:

Qualified applicants are invited to submit an application together with a personal resume and 5 references to:

CEO Selection Process
 2nd District Agricultural Association
 1658 S. Airport Way
 Stockton CA, 95206

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 July 27th.
- ❑ 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 August 1st.

Questions regarding application or selection procedures may be directed to:

Jazmine Hernandez Phone. (209) 466-5041.

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)
Employer Title/Type of Business City/State Starting/Ending Dates

7. **Educational history:**
College/Graduate School (Location) Course of Study Degree Earned Date of Completion

8. **Professional licenses and certificates:**
Certificate/License Date Issued Certificate/License Date Issued
1) _____ 3) _____
2) _____ 4) _____

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

Organizations/Societies

Starting Date

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__ Are you a citizen of the United States?

12. 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.

13. 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.

14. 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?

15. 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.

16. Yes__ No__ Are you presently serving as an elected city or county official?

17. Yes__ No__ Are you presently doing business with the 2nd District Agricultural Association, any board director or staff member? If yes, please explain.

18. 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 2nd 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?

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 2nd 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)

AUTHORIZATION AND RELEASE

I understand that should the offer of employment as chief executive officer of the 2nd 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.

Date: _____

By: _____
Applicant

How did you hear about our vacancy? _____

STATE OF CALIFORNIA

2nd DISTRICT AGRICULTURAL ASSOCIATION
1658 S. Airport Way
Stockton, CA 95206

RELEASE OF CONFIDENTIAL INFORMATION

Candidate's Name: _____ Date: _____

Social Security Number: _____

The individual named above is a candidate for employment with the 2nd District Agricultural Association. The candidate authorizes the bearer of this document, as a representative of the 2nd 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 2nd District Agricultural Association to examine my personnel records. This authorization is solely for the purpose of applying for employment with the 2nd District Agricultural Association.

Candidate's Signature

Date