

CAREER OPPORTUNITY ANNOUNCEMENT

CHIEF EXECUTIVE OFFICER
Yuba-Sutter Fair
13th DISTRICT AGRICULTURAL ASSOCIATION (DAA)
442 Franklin Avenue

NEWS RELEASE
Job Announcement

Chief Executive Officer

The Yuba-Sutter (or, 13th District Agricultural Association) in Sutter 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 March 28, 2018. Requests for application and position information may be obtained by writing: CEO Selection Process, 13th District Agricultural Association, 442 Franklin, Yuba City, California, 95991.

FOR IMMEDIATE RELEASE

CONTACT: CEO Search
530-674-1281

Yuba-Sutter Fair SEEKS NEW CEO

Position as Chief Executive Officer open to applicants

Yuba-City -- The Yuba-Sutter Fair (13th District Agricultural Association) Board of Directors announced today the opening of a search process for a new chief executive officer.

We look forward to this opportunity for change. We need to find the best person to take our strengths forward and lead us into the future.

We need a sharp and exceptional administrator who will implement the board's policies and manage the day-to-day operations of the fair with business insight, vision, and commitment to the community purpose of this organization.

The board of directors intends to hire the next CEO for The Yuba Sutter Fair by the end of May 2018.

For applications or more information on the position, please contact the fair at 530-674-1281, or inquiries may be sent to "CEO Selection Process, 442 Franklin Ave. Yuba City, California 95991" All applications must be submitted according to form, with a resume and a list of five (5) references. Applications must be received by March 28, 2018.

The Yuba-Sutter Fair (13th District Agricultural Association) is one of 54 fair organizations that operate as state agencies under the authority of the California Department of Food and Agriculture's Division of Fairs & Expositions.

THE 13th DISTRICT AGRICULTURAL ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER WHICH WILL NOT CONSIDER RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS AFFILIATION, POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

TO ALL PERSONS INTERESTED IN THE POSITION OF:
Chief Executive Officer, 13 District Agricultural Association
Yuba City, California

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

The chief executive officer at The Yuba-Sutter Fair, or 13 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.

To be considered for the position of chief executive officer, you must complete an application (enclosed) and submit it **no later than March 28, 2018.**

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 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
13 District Agricultural Association
442 Franklin Avenue
Yuba City, California 95991

*Please address questions about this position or application process to
the fair office 530-674-1281*

Yuba City, California 95991

FINAL FILING DATE: March 28, 2018

TIME BASE: Full Time

SALARY RANGE: \$7,053.00 - \$8,635.00 monthly

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, 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

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 Yuba-Sutter Fair grounds are located at 442 Franklin Avenue, in Yuba City California. The fair is considered a by-county fair because it includes Yuba and Sutter Counties. Yuba and Sutter counties are agriculture based, but have areas of diverse urban landscapes.

DAA Facility Facts:

- * 42 acres
- * 5 buildings (approx. 22,000 sq. ft.)
- * 2,200 seat grandstands
- * Parking: 2,000
- * RV hook-ups: 420

DAA Operational Facts:

- * 2018 budget: \$2 Million
- * Current full-time staff: 4
- * 2017 fair attendance:
- * 2018 fair dates: 8/1 to 8/5
- * Major annual events: 2
- * 2017 interim attendance: 50,000
- * Number of 2017 interim events: 120

Community Facts:

- * County population: 96,462
- * Elevation: 56' feet above sea level
- * Climate: 62 to 91 degrees Fahrenheit
- * Unemployment: 6.8%
- * Industry: Agriculture
- * Recreation: outdoor activity
- * County school attendance: 20,000
- * Median family income: \$52,0017

APPLICATION PROCEDURES:

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

CEO Selection Process
13th District Agricultural Association
442 Franklin Avenue
Yuba City, California 95991

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 to be scheduled by fair staff.
- 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 May 2018.

Questions regarding application or selection procedures may be directed to: CEO Search 530-674-1280.

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

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 13th 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 13th 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 13th 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 13th 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

**13 DISTRICT AGRICULTURAL ASSOCIATION
442 Franklin Avenue
Yuba City, California 95991**

RELEASE OF CONFIDENTIAL INFORMATION

Candidate's Name: _____ Date: _____

Social Security Number: _____

The individual named above is a candidate for employment with the 13 District Agricultural Association. The candidate authorizes the bearer of this document, as a representative of the 13 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 13 District Agricultural Association to examine my personnel records. This authorization is solely for applying for employment with the 13 District Agricultural Association.

Candidate's Signature

Date