

CAREER OPPORTUNITY ANNOUNCEMENT

**CHIEF EXECUTIVE OFFICER
LAKE COUNTY FAIR
49TH DISTRICT AGRICULTURAL ASSOCIATION (DAA)**
401 Martin Street
Lakeport, CA 95453

FINAL FILING DATE: August 14, 2017

TIME BASE: Full time

SALARY RANGE: \$5,989 - \$7,334 monthly (Exempt position)

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

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:

Lake County, CA. Driving directions to fairgrounds can be found on the Lake County Fair website (Lakecountyfair.com). Additional information about Lake County can be found on the Lake County Chamber of Commerce website (LakecCoChamber.com).

DAA Facility Facts:

- * 35 acres
- * 7 major bldgs (approx. 65,680 sq. ft.)
- * 3,500 seat grandstand/bleachers
- * 1/4 mile asphalt racetrack
- * Parking: 1500
- * Horse stalls: 40
- * RV hook-ups: 35

DAA Operational Facts:

- * 2017 budget: \$674,000
- * Current full-time staff: 3 & 3 part-time
- * 2016 fair attendance: 38,000
- * 2017 fair dates: 8/31/17 to 9/3/17
- * Major annual events: Lake County Fair; Seasonal (May-Oct) Swap Meet/Flea Market
- * 2016 interim attendance: 200,000

Community Facts:

- * County population: 64,184
- * Elevation: 1371 feet above sea level
- * Climate: 34 to 92 degrees Fahrenheit
- * Unemployment: 6.8%
- * Industry: agriculture, tourism, education & health services
- * Recreation: fishing, water sports, largest fresh water lake in California, biking, hiking, wineries, equestrian, State Parks (2), Mendocino National Forest, Berryessa Snow Mountain National Monument
- * County school attendance: 9,600
- * Median family income: \$35,997

APPLICATION PROCEDURES:

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

CEO Selection Process
49th District Agricultural Association
P.O. Box 70
Lakeport, CA 95453

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 September 11, 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 September 30, 2017.

Questions regarding application or selection procedures may be directed to: CEO Search (707) 245-7087.