



The Twenty Eighth District Agricultural Association (28th DAA)/SBC Fair Board of Directors is seeking applicants for the position of **Secretary-Manager IV (CEO)**.

FINAL FILING DATE: June 14th, 2019

TIME BASE: Full Time

SALARY RANGE: SECRETARY-MANAGER IV – 4827 \$8,062.00 - \$9,881.00

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

START DATE: On or Around August 5th, 2019

28th DAA MISSION STATEMENT:

- The mission of the 28th District Agricultural Association is to be the premier events center for our communities, by providing safe, multi-use facilities, exemplary customer service and agricultural and educational programs.

About the 28th DAA:

The 28th DAA exists to promote agriculture and provide education to its community with an emphasis on its importance to our local economy through the profitable production of the annual SBC Fair and year round events. These events are hosted and produced in a high quality and safe manner that respects the customers', employees', and the community's needs. The 28th DAA is committed to being a leader in professional public event venues and event production in Southern California

Located in the High Desert Region of San Bernardino County, California the SBC Fair is a multi-use facility comprised of over 84 acres of mixed use space. In operation for 72+ years, the SBC Fair is the largest, longest running event in San Bernardino County and receives support from local business, individuals, and communities. A current annual budget of over \$2 million dollars is utilized to care for the facility and to produce the annual Fair. With an existing staff of

approximately 20 full and part time team members, and an additional 50+ on call as needed, the organization is flexible to meet the needs of virtually any event, or need.

THE POSITION:

The 28th 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 28th DAA is an officer appointed by, and reports to, the 28th 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 28th 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 laws, 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 28th 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:
TBD
- 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 pages. Each attachment should clearly denote the question(s) to which it pertains.
- Attach your resume.
- Attach a list of a minimum of three 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:

28th DAA Board of Directors
ATTN: CEO Search Committee
14800 7th Street
Victorville CA 92395

Please address questions about this position or application process to Geoff Hinds at GHINDS@SBCFAIR.com or via cell phone at (760) 628-7118.

Potential applicants are encouraged to visit the upcoming San Bernardino County Fair, May 25th – June 2nd (Closed Tuesday/Wednesday) . Potential applicants who may have questions or would like to speak to a facility representative or receive a facility tour should reach out to outgoing CEO Geoff Hinds to make arrangements. Tours and question and answer sessions may be limited as time permits, and are subject to change based on the needs of the organization and staff.

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.



28th District Agricultural Association

Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Date Available: _____

Position Applied for: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this company? YES NO If yes, when? _____

Have you ever been convicted of a felony? YES NO

If yes, explain: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Previous Employment (please provide a 10 year work history)

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Disclaimer and Signature

*I certify that my answers are true and complete to the best of my knowledge.
If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.*

Signature: _____ Date: _____

CEO APPLICATION

___ 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. (please use a separate sheet of paper)

___ 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. (please use a separate sheet of paper)

___ 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. (please use a separate sheet of paper)

___ Yes ___ No

Are you presently serving as an elected city or county official?

___ Yes ___ No

Are you presently doing business with the 28th District Agricultural Association, any board director or staff member? If yes, please explain. (please use a separate sheet of paper)

___ Yes ___ No

Have you ever or do you currently utilize other names professionally? If so, please list. (please use a separate sheet of paper)

STATE OF CALIFORNIA

**28th DISTRICT AGRICULTURAL ASSOCIATION
14800 7th Street
Victorville CA 92395**

RELEASE OF CONFIDENTIAL INFORMATION

Candidate's Name: _____ Date: _____

Social Security Number: _____

The individual named above is a candidate for employment with the 28th District Agricultural Association. The candidate authorizes the bearer of this document, as a representative of the 28th 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 28th District Agricultural Association to examine my personnel records. This authorization is solely for applying for employment with the 28th District Agricultural Association.

AUTHORIZATION AND RELEASE

I understand that should the offer of employment as CEO of the 28th 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)