

# CEO CAREER ANNOUNCEMENT

## 2ND DISTRICT AGRICULTURAL ASSOCIATION

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SAN JOAQUIN COUNTY FAIRGROUNDS

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### San Joaquin County Fairgrounds

1658 Airport Way  
Stockton, CA 95206

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**FINAL FILING  
DATE**

**UNTIL FILLED**

### OVERVIEW

#### FAIR

The San Joaquin County Fair and Fairgrounds, located in Stockton, known as the 2nd District Agricultural Association, is governed by a 9-member volunteer Board of Directors from San Joaquin County. Board members are appointed by the Governor of California. The 2nd District Agricultural Association, a state government entity, is under the oversight of the California Department of Food and Agriculture/Fairs and Expositions Branch.



## Fairground Facts

Class Size per CA State	IV+
Annual Fair Attendance	15,000
District Annual Operating Budget	\$2M
Approved Full Time State Employees	5
Fairgrounds	State Property
Fairgrounds Acreage	252

## Additional Facilities

Speedway  
 Amphitheatre  
 Livestock Barns  
 Carnival Lot  
 Sports Emporium  
 Market Place





## THE POSITION

The 2nd District Agricultural Association Board of Directors is seeking a qualified individual to serve as Chief Executive Officer that desires to be part of a valuable community asset, oversee the day to day operations of the District, interact closely with the Board of Directors, and provide strong leadership both in the organization and community. The CEO is an officer appointed by the Board of Directors and reports directly to the Board. Under the direction of the Board, the CEO is responsible for planning, organizing, and producing the annual Fair. In addition, the CEO is responsible to ensure appropriate and maximum utilization of the fairgrounds on a year-round basis in order to provide the community and public a variety of social, cultural, recreational, entertainment, and educational events.

## THIS ENTAILS:

- Ensure the success of the annual Fair and recognize the importance of responsible stewardship of the Fair and fairgrounds.
- Recognizes the fair and fairgrounds is a valuable year-round community asset.
- Provide effective and passionate leadership for all operations of the organization including approved project development and implementation as well as organizational development focusing on building staff capacity and supporting staff's professional development.
- Provide leadership in board policy development and support the Board to ensure its vision is achieved by assisting the Board with the development of strategic, business, and long-range plans.





## THE POSITION CONTINUED

CEO responsibilities include directing and guiding the work of the District's full-time, part-time, and volunteer staff in order to fulfill the goals and objectives of the organization as well as the vision of the Board of Directors. It is vital and required by the Board that the CEO demonstrates effective leadership, has the ability to develop and foster meaningful relationships, understands the value of team, can articulate and explain the goals and objectives of the organization as well as the vision of the Board of Directors, has the ability to administer and manage a multi-faceted operation, has the ability to assess the needs of a public event facility as well as implement necessary maintenance and improvement projects, has full understanding of and the ability to perform financial accounting review and prepare required financial reports, understands sound business practices and principles, understands the importance of strict compliance regarding State and public entity reporting requirements, embraces community outreach, values positive public relations and customer service, recognizes as well as appreciates the importance of the community and stakeholders of the fairgrounds to the District. The CEO, as directed by the Board of Directors, is responsible to perform other work and assignments as necessary.

The CEO has the key responsibility to implement the policies and vision of the District's Board of Directors and ensure the financial success of the organization.

## This Entails Continued.

- Oversee all financial components of the organization focusing on revenue generation and cost control for the organization as well as identify measures to achieve cost efficiency.
- Oversee development for Board approval of the annual operating budget and capital/major projects budget.
- Oversee and implement Board approved facility improvement projects.
- Oversee and guide fairgrounds operations which not only supports the annual Fair but provides critical support to those year-round event organizers that benefit from having their events produced at the fairgrounds.
- Serve as the liaison for the organization with the community, District stakeholders, public agencies, elected officials, the public and fair industry associations.
- Ensure transparency with the Board, staff, public agencies, community and public regarding all aspects of the District and hold the District including oneself to a high standard of accountability.
- Create a work environment for staff, volunteers and others so they can achieve excellence through the CEO's inspirational leadership and example setting ways.



## THE IDEAL CANDIDATE

The CEO of the 2nd District Agricultural Association must be an individual desiring to become an integral part of a valued community asset that provides benefit to many by offering an opportunity to gather at the fairgrounds and experience its many social, cultural, educational, entertainment and recreational activities. The ideal candidate must understand sound business practices and principles including marketing, public relations, personnel, financial administration, contract negotiation, and administration as well as new business development. It is desirable for the ideal candidate to have a general understanding of fairs, events and/or CA state laws/regulations. The ideal candidate must be a strategic thinker capable of fostering teamwork, collaboration and communication with many individuals such as staff, volunteers, Board members, elected officials, agency representatives, media, community stakeholders and the public. The workload and responsibilities of the CEO will require working irregular hours and weekends. The ideal candidate must demonstrate the ability to balance and manage the challenges of a multi-faceted work environment and adjust to shifting priorities. For the CEO to be successful they must be inclusive, exercise diplomacy, appreciate and understand diversity, inspire others to achieve the goals and objectives of the District and be creative as well as a problem solver knowing that many times there are limited resources available.

The CEO is the public representative and leader of the organization. The CEO must always exhibit the highest moral character and integrity for they are the face of the organization. The CEO must comply with filing requirements of the annual Conflict of Interest **Form 700** with the California Fair Political Practices Commission.



## THE IDEAL CANDIDATE EXPERIENCE LEVEL

The ideal candidate will have the following desirable levels of experience:

- A minimum of 3 years' experience in a management role with a business, fair, festival, outdoor/indoor event facility, recreation agency or public organization. While having event experience is desirable, commensurate and relevant experience with a business or organization demonstrating the ability to perform the tasks and duties identified in the sections titled **THE POSITION** and **THE IDEAL CANDIDATE** will be considered and evaluated by the Board of Directors.
- Experience working with a board of directors, a commission, a governing body or elected officials
- An Associate or Bachelor's degree is preferred however relevant work experience and education will be considered in the overall evaluation of the candidate.
- Experience with project development and implementation relating to facilities as well as facility maintenance.
- A general understanding of how to guide an organization and its board through the development and implementation of various aspects of planning such as Master Plan, Long-Range Plan, Business Plan, and Strategic Plan.
- Experience working with the Public, public agencies and local as well as regional government.
- Experience making presentations and public speaking.

**The Board of Directors recognizes that many factors and considerations will impact, shape and influence their decision to select the ideal candidate however the Board will remain open-minded in order to evaluate all factors and how they impact a candidate's ability to perform the duties and responsibilities of the CEO before arriving at a decision.**



## **CORE COMPETENCIES**

The Board of Directors believes the ideal candidate will exhibit the following management style and characteristics:

- A solid leader and role model who initiates decisions based on good judgement, treats others with respect, is open and approachable, collaborative, supportive and openly communicates with the Board, staff, stakeholders, public agencies, community and public.
- Values the importance of being an effective communicator.
- A good listener who can build trust with others.
- A problem solver who anticipates and responds to problems in a timely manner, develops and seeks out alternative solutions and can bring resolution to issues through a collaborative process.
- Values relationships and demonstrates the ability to develop and foster meaningful relationships with the Board, staff, community, elected officials, outside agencies, fair and fairgrounds stakeholders and the public.
- An effective leader who inspires achievement with staff provides timely performance feedback to staff including constructive ways to improve and supports the professional development of staff.
- Understands the importance of and values positive customer service both for internal and external customers.
- Understands the annual Fair embraces celebration of achievement and is participatory in nature.



# Application

Interested persons should submit the following:

- Completed State Employment Application
- Biographical information detailing employment and career experience, community involvement, professional development and participation in the applicant's industry
- Statement of Interest & Qualifications (SOQ) - Submit a statement that answers the following question:
  - Why do you believe you should be considered for this opportunity and how has your work experience, as well as your education, prepared you for the role of Chief Executive Officer?
- Business and Personal References - Candidates selected for the final round of interviews will be required to submit personal and business references. References for candidates selected as Finalists will be contacted by the Board of Directors or its representative to review accomplishments and abilities, as well as capabilities of the candidate in order, assess the candidate's fit for the position and organization. Contacting references will be coordinated with the candidates.

# Compensation

A competitive compensation package including salary and benefits (\$8,334 to \$10,227) is offered for the position. The salary starts at the base rate and annually has the potential to increase by 5%, following an annual evaluation of performance by the Board of Directors, and approval by the Governor.

The benefits package offered by the San Joaquin County Fairgrounds is for a Exempt State of California Position, and includes:

- Public Employee Retirement System (PERS)
- Annual Leave or Vacation and Sick Leave
- Health Plan
- Dental Plan
- Vision Plan
- Life Insurance
- Holidays
- Deferred Compensation Plan

# To Apply

This is a confidential recruitment process and will be handled accordingly throughout the various stages of the process. The position is open until filled. State Employment Applications are available on [www.sanjoaquinfair.com](http://www.sanjoaquinfair.com). For questions, please contact Troy Bowers at [ceo@sanjoaquinfair.com](mailto:ceo@sanjoaquinfair.com)

The Board of Directors or Committee will review all qualified individuals and will be involved in selecting candidates for on-site interviews and evaluations. In addition, in depth backgrounds and verifications will be conducted. Applications will be reviewed, screened and evaluated based on the criteria and information outlined in the CEO Announcement in order to determine the most suitably qualified candidates to be considered for an interview with the San Joaquin County Fairgrounds Board of Directors.

Upon completion of the first round of interviews, the Board of Directors will determine candidates to be invited for the second round of interviews with the Board of Directors. Future rounds of interviews are at the sole discretion of the Board of Directors. Applicants should be aware that prior to an appointment with the District, a thorough background check and investigation of the Finalist will be conducted that may consist of credit check, driver history, and inquiry into local, state and federal files to disclose criminal records.

It is the desire and interest of the Board of Directors to offer an appointment for the CEO position as soon as practical in order to assist with a smooth transition of organizational leadership.

Electronic submittals are strongly preferred via email to [CEO@SANJOAQUINFAIR.COM](mailto:CEO@SANJOAQUINFAIR.COM), and should include a compelling cover letter, comprehensive resume, application, SOQ, and five (5) professional references. Candidates should be aware that references will not be contacted until mutual interest has been established.