

PLACER COUNTY FAIR EXECUTIVE OFFICER

Definition

Plans, organizes, coordinates and administers the activities of the Placer County Fair, and the All American Speedway; Works with the Board of Directors in the development of goals, objectives and policies intended to meet the needs of the community and advance the efficient operation of the Fair and implements the directives of the Board; and to do other work as required.

Supervision

The Executive Director is directly accountable to the Board of Directors of the Placer County Fair and is charged with implementing the goals, objectives and policies of the Board. Day-to-day policy issues and administrative problems that need Board input or direction are referred to the Executive Board for guidance, but significant policy or administration issues are placed before the full Board of Directors for direction. The Executive Director manages the day-to-day operations of the Fair, supervises staff, manages the budget and fiscal activities, and keeps the Board up to date on developing issues, and/or progress on Board directives and goals.

Essential Functions of Executive Director

- *Works with the Placer County Fair Board of Directors, 4H and FFA leaders, superintendents and other user groups in planning and supervising the Placer County Fair's All American Speedway, and other special events and promotions that contribute to the Fair's activities and goals set by the Board; Participates in establishing and monitoring the budgets, goals and objectives for the operation of the County Fair.*
- *Prepares the Board Agenda in conjunction with the Executive Committee of the Board, attends Board meetings and helps facilitates Board Committees in accomplishing committee tasks; Attends Committee meetings as required, but is not a member of any committee and does not possess voting rights;*
- *Responsible for all logistics associated with the County Fair, including planning, layout, scheduling and coordinating events, and negotiation with food vendors and entertainment groups in accordance with Board policies;*
- *Prepares and present annual budget to the Executive Committee, and the Board of Directors; Review fiscal expenditures, documents all financial transactions and maintains an accounting system that meets the requirements of County Fair auditors,*
- *As authorized by the Board of Directors expends funds as appropriate, maintaining fiscal accountability.*
- *Seek non-traditional revenue sources such as donations and grants.*
- *Personally, or through others, make presentations to a wide variety of civic or other groups to promote the County Fair, and presents a favorable and positive image of the Fair; Promotes and encourages participation of groups and others to attend the Fair.*
- *Promotes, and advocates the Fair and All American Speedway through a variety of media; Establishes and coordinates media coverage for all events effectively representing the Fair within the community.*
- *Maintain a liaison with a wide variety of civic, city, county and state agencies, groups and officials;*
- *Fields all complaints and any special problems relevant to the County Fair and reports them to the Board; Acts as the official spokesperson for the Board in times of problems and issues;*
- *Prepares reports and submit them to the Board or Executive Committee;*

Knowledge, Skills and Abilities

- *Good knowledge of all the aspects of managing the activities of a County Fair including budgeting, media use, agricultural activities, and supervision of multiple vendors and their contract;*
- *Knowledge of practices and principals of researching planning issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports; principles and practices of effective supervision;*
- *Knowledge of and ability to develop and maintain efficient and effective office and accounting practices and procedures;*
- *Ability to make decisions in accordance with general policy statements, usually relying on precedent established; Ability to independently initiate action as needed;*
- *Ability to recognize exceptions to general principles and to know when to seek out higher-level decisions;*
- *Ability to analyze and make recommendations on administrative, management and procedural practices; write logical, comprehensive, concise reports and correspondence; prepare effective presentations of conclusions and recommendations;*
- *Establish and maintain effective and cooperative working relationships at all levels of the Fair and with governmental agencies and the general public;*
- *Ability to hire, train, evaluate, and direct the work of other employees;*
- *Knowledge of computer functions and operations and ability to use WORD, Excel, or equivalent programs necessary to manage the activities of the Fair;*
- *Ability to maintain confidentiality and use discretion in communication of the Fair's personnel, and potential liability information;*
- *Ability to compile, analyze, records and assemble data and information in a meaningful and effective manner for consideration by the Board of Directors.*
- *Ability to communicate effectively both orally and in writing.*
- *Ability to maintain and establish working relationships with staff, directors and volunteers;*
- *Ability to multi-task and meet multiple demands;*
- *Ability to reach out to businesses and industry to secure funding, including grants and other sources of funding.*

Experience/Education

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Graduation from a four-year college or university with major coursework in Business Management or related field and five years of community fair related experience which included supervision of staff, and/or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job as listed above.