

DATE: November 1, 2024

**FROM: Brian Bullis, CEO
35-A District Agricultural Association**

RE: FOR IMMEDIATE RELEASE

MARIPOSA FAIR SEEKS CHIEF EXECUTIVE OFFICER

Pending the retirement of current CEO, the 35-A District Agricultural Association (Mariposa Fairgrounds & Exposition Center) 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 November 11, 2024.

Requests for application packets may be obtained by email: mariposafair@sti.net

CEO Selection Process, Attention: Brian Bullis, 35-A District Agricultural Association.

###

GENERAL INFORMATION
35-A District Agricultural Association
Mariposa County Fairgrounds & Exposition Center

The 35-A District Agricultural Association is an agency of the State of California, Department of Food and Agriculture, Division of Fairs and Expositions. The 35-A DAA is an “enterprise zone” and is expected to earn approximately 75% of its operating budget locally. No state funds are used to fund fairgrounds

The general manager/CEO works at the pleasure of the Board of Directors. This is an exempt position (not civil service).

The Board of Directors is a nine-member board appointed by the governor of the State of California to a term of four years each.

The Board of Directors establishes policy, long range planning and oversees the general manager.

The general manager is responsible for day to day operations of the association; all personnel and is reportable to the Board of Directors.

The Board of Directors meets monthly in a public meeting to discuss items of business pertaining to the association, make decisions as needed and oversee the performance of the general manager. The general manager is formally evaluated on an annual basis, or more often if necessary, by the Board of Directors.

Full time employees are the general manager and the business assistant and maintenance supervisor. All other employees at this time are seasonal, temporary or volunteers such as community service.

FILING INSTRUCTIONS

To be considered for the position of chief executive officer, you must submit your application package no later than 5:00 PM, November 11, 2024.

Interested candidates should apply by submitting a cover letter, comprehensive resume, State Application (STD 678) and five (5) professional references via email to the following:

CEO Selection Process
35-A District Agricultural Association
ATTENTION: Tom Williams, Selection Chair at, mariposafair@sti.net

Please address questions about this position or application process to Brian Bullis, General Manager/CEO at 209/966-2432 or 966-3686 or mariposafair@sti.net

JOB DESCRIPTION
GENERAL MANAGER/CEO
35-A District Agricultural Association

DUTIES AND RESPONSIBILITIES

Under direction of the 35th District Agriculture Association Board, the Fair Manager plans, organizes, implements and administers the development and utilization of fairground facilities and plans and executes events which provide the public with a variety of entertainment, social, educational and cultural activities. The major duties of the job include:

- * Market fairground facilities and the community to producers of exhibits, conventions and other events; develop and implement programs to attract and retain corporate sponsorships.

- * Meet with and speak before community groups to promote the fairgrounds; develop and approve the release of information relating to fairground operations to the news media and the community.

- * Direct the final selection, placement, orientation, training and evaluation of personnel in the department in accordance with established law, rules, policies and procedures.

- * Direct the preparation and administration of the departmental budget; monitor fund expenditures; direct the maintenance of proper accounts and records in accordance with federal, state and local requirements.

- * Make recommendations regarding fees, rules and regulations for exhibitors and the public; review effectiveness of programs and initiate changes where appropriate; formulate, interpret and revise policies, procedures and regulations.

- * Prepare reports and correspondence as needed and directed.

- * Direct the maintenance, repair, alteration and upgrade of fairground facilities; develop facilities improvement program and the planning, design and scheduling of construction for new fairground facilities.

* Ensure the continuing conformance with requirement of law enforcement and regulatory agencies, including but not limited to the State Division of Fairs and Expositions.

*Be available 24 hours per day, 7 days a week to open the fairgrounds for emergencies such as fires, floods or other natural disasters.

* Perform related duties as assigned.

ABILITY TO:

1. Effectively manage, organize, coordinate, and oversee a variety of DAA's operations and services
2. Be a successful and effective program administrator.
3. Communicate effectively at a level required for successful job performance
4. Motivate, develop, and train staff
5. Work independently on a variety of assignments
6. Work under pressure and meet established deadlines
7. Express ideas effectively
8. Interpret policies and procedures
9. Develop budget and control expenditures
10. Prepare reports and correspondence

MINIMUM QUALIFICATIONS

Experience: Ten years minimum of fair experience or similar operation catering to the general public.

SPECIAL PERSONAL CHARACTERISTIC

Willingness to work long and irregular hours. Ability to effectively contribute to new business-building opportunities based on the DAA's objectives and strategy. Ability to evaluate program issues, draw sound conclusions, and develop long-range plans to achieve objectives which are both aggressive and realistic.