



Classification Title / Code: Deputy Manager I / 4832	
Working Title: Agriculture Programs Supervisor	Department: Ag, Arts & Education
Reports To: Staff Services Manager II	Tenure: <input checked="" type="checkbox"/> RFT <input type="checkbox"/> Seasonal
Supervision Exercised: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Time Base: <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time

Position Description

Under the general direction of the Director of Agriculture, Arts and Education, the duties of the Agriculture Programs Supervisor include but are not limited to planning, organizing, promoting, and executing the presentation of program exhibits for the 22nd District Agricultural Association (District). This includes competitive and non-competitive exhibits such as livestock; Junior Livestock Auction; the Farm; flower and garden shows; PGE education and tours; California Grown; wine tasting; agriculture-themed festivals; and special exhibits, demonstrations, and events. Designs and supervises staff and contractors in the construction, erection, installation and decoration of agriculture exhibits; contacts prospective agriculture exhibitors; advises on suitable methods of exhibit display and arranges for exhibits; prepares rules, regulations and orders governing the entry, display and judging of exhibits and directs their execution; plans the programming of show events and the judging of animals and exhibit displays; determines exhibit classes and classifies exhibit entries; recommends the system of awards and prepares and distributes premium award catalogs; arranges for the services of judges; reviews the plans of proposed exhibits to see that the general physical, cultural and community interests of exhibit units are adhered to; acts as a consultant to participating agencies regarding the construction and installation of their exhibits; arranges for and supervises special events; addresses clubs and organizations; writes publicity articles and prepares reports.

Essential Job Functions

Employee must be able to perform the following functions with or without reasonable accommodations. Consideration of reasonable accommodation for qualified individuals with disability may be made, provided that doing so does not impose an undue hardship.

55%	<p>Program Responsibilities</p> <ul style="list-style-type: none"> • Develops, executes, and manages complex, relevant, and highly effective exhibit programs that generate a high engagement and educational ROI. Produces programs and competitions that not only lead the industry in innovation, but attract new customers. • Leads new program development with the goal of creating heightened educational experiences, brand loyal customers and that broaden demographic reach to the general public. • Generates, reviews, and executes agreements and contracts with vendors to ensure the 22nd DAA requirements are followed with adherence to State laws, codes, District policies and procedures, and compliance of insurance requirements.
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	<ul style="list-style-type: none"> • Interprets, develops, and administers all policies and procedures related to procurement and contracting, advises and consults with senior leadership on policies and procedures and contracting issues. Maintains strict financially sound practices. Assembles written recommendations to the Department Director. • Performs regular quality assurance inspections and consumer protection inspections of agriculture programs to ensure that all rules are compliant with respect to the District Local Rules, California Department of Food & Agriculture (CDFA), and Fairs & Expositions (F&E). • Develops and maintains reports as requested by the Director or senior leadership. • Develops marketing plans in collaboration with the Marketing Department to create web content, encourage participation, bolster public attendance, and enhance outreach. • Oversees graphic design projects to create educational or interpretive messages to be displayed within an exhibit program. • Develops and produces entry materials in tandem with temporary department coordinators incorporating participant feedback to ensure all information is relevant to current trends. • Tracks entry submissions and revenues and oversees and plans the physical intake of entries, judging, displays, design of exhibition space, awarding of ribbons/prizes, tear down of exhibits, and return of all entries. • Collaborates with subject matter experts to create and design engaging, educational spaces. • Creates work orders for each exhibit and event related to the Agriculture, Arts and Education Department, directing the work of Facilities, Public Safety, Parking, etc. as it relates to the set-up, maintenance, and tear down of exhibits and relevant events. • Communicates clearly and regularly with internal departments such as Facilities, Marketing, Public Safety, Parking, and Ticketing to ensure program goals and needs are met. • Participates in all relevant subject matter Fair planning committees to give input and share feedback.
25%	<p>Team Development and Leadership</p> <ul style="list-style-type: none"> • Plans, organizes, and directs the work of the Agriculture, Arts and Education staff who engage in a full range of program development, procurement of participation, creation of experiences, budget management and customer service. • Balances team and individual responsibilities, exhibiting objectivity and openness to contribute toward building the success of the Agriculture, Arts and Education Department's goals and objectives. • Supervises, directs, and participates in the annual timeline of competitive and non-competitive critical and complex activities to ensure deadlines and outcomes are achieved. • Oversees all recordkeeping and financial functions (such as Junior Livestock Auction and entry fees) are accurate and reported to the Director. • Requires that staff respectfully handle all communication and outreach in a timely and professional manner. • Ensures staff adheres to all rules and regulations and delivers customer service. • Assists with departmental recruitment, selection, and hiring as needed. • Provides technical support and guidance to staff.

	<ul style="list-style-type: none"> • Approves accurate time sheets of subordinate staff. • Establishes and maintains effective relations, exhibits tact and considerations, and works actively to resolve conflicts in order to ensure cooperation. • Utilizes staff performance evaluations and probationary reports to ensure performance objectives and standards are met by establishing and conveying consistent standards and expectations via written and verbal communication and/or direction. • Acknowledges the efforts and accomplishments of staff to create a positive work environment through recognition and rewards programs and provides regular feedback on performance, noting exceptional performance as well as areas of needed improvement. • Sustains employee performance using the departmental constructive intervention and progressive discipline principles and processes. • Supports leadership in developing and retaining highly competent, service-oriented staff through selection, compensation, coaching, and day-to-day management practices that support the District's purpose, mission, vision, values, goals, objectives, and service expectations.
15%	<p>Year-Round Responsibilities</p> <ul style="list-style-type: none"> • Identifies and participates in discussion and decision-making about strategies, opportunities, potential conflicts, and other issues surrounding community impact and participation of the Agriculture, Arts and Education Department. • Works with various community groups to further the strategic goal of community awareness and impact of the District and achieves goals for participation and program improvement in all areas of Agriculture, Arts and Education. • Writes letters, memoranda, and other correspondence in order to communicate with various stakeholders, control agencies, and/or management. • Conducts research using various tools (e.g., manuals, internet, databases, regulations, budget acts) to collect relevant information to complete job tasks. • Makes recommendations to the Director of the department to accurately forecast expenditures and revenues and prepare budgets. • Researches and explores opportunities for partnerships, exhibitions, and programs that would benefit the community and the Agriculture, Arts and Education program goals. • Participates in associations, clubs, chapters, etc. relevant to job duties that elevate education and knowledge of a subject and promotes the agriculture and education programs at the District.

Marginal Job Functions

5%	<p>Special Projects</p> <ul style="list-style-type: none"> • Assists Director and Manager with special projects including but not limited to new competition development, educational programs, and one-time events by conducting research and attending national conferences, fairs, event venues, and training programs to learn new advancements in exhibits and agriculture and keeping current on industry trends. • Performs other duties as directed, requested, or assigned.
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Typical Working Conditions

Work is performed 50 percent outside and 50 percent indoors in a standard office with artificial light and climate control. Work performed outdoors is generally before (set-up) and during the annual Fair and for event/space tours and coordination. Work activities involve working in an office setting; sitting for prolonged periods of time; bending neck in an upward and downward flexion and side-to-side turning of neck; pushing and pulling file drawers; moving bank boxes up to 25 pounds; and operating standard office equipment requiring repetitive hand movement and fine finger dexterity and fine coordination including the use of a computer keyboard, mouse, calculator, telephone, and radio. Work responsibilities involve the abilities to verbally communicate and hear to express and exchange information, see to perform assigned tasks, and read, write, and speak English at a level required for successful job performance.

Attendance, Conduct, and Performance Expectations

This position requires the incumbent to maintain acceptable, consistent, and regular attendance at the job site at such level as is determined at the District's sole discretion; work cooperatively with the team members and others and meet performance expectations to enable the District to provide the highest level of service possible; communicate effectively (orally and in writing if both appropriate) in dealing with the public, employees, and others; develop and maintain knowledge and skills related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and adhere to District policies and procedures regarding attendance, leave, and conduct. Must be regularly available and willing to work the hours the Department determines are necessary or desirable to meet its business needs.

Duties of this position are subject to change and may be revised as needed or required.