

**California Department of Food and Agriculture
17th D.A.A., Nevada County Fairgrounds
Deputy Manager I**

Duty Statement

I. Program/Position Identification

The Nevada County Fairgrounds, formally known as the 17th District Agricultural Association, was established in 1884. In addition to the annual Fair, the Fairgrounds are home to the Draft Horse Classic, Harvest Fair, and Country Christmas Faire. The grounds include 85 acres and feature an RV Park, Lions Lake, and numerous rental facilities that host weekly events, weddings, and some of Nevada County's largest outdoor events. The Nevada County Fairgrounds is an economic, social, and cultural treasure with a mission to assure long-term viability; to produce an annual Fair that is safe and fun; and to provide a gathering place for the community that showcases its interests, talents, heritage, and agriculture.

Under the general direction of the Chief Executive Officer of the Nevada County Fairgrounds, the Deputy Manager I will assist the Chief Executive Officer in the oversight and management of the daily operations of the Fairgrounds, including the annual Fair, Draft Horse Classic, Harvest Fair, Country Christmas Faire, interim events, RV park, and the administration office. The Deputy Manager acts as the CEO in the CEO's absence.

As a leader in State government, the incumbent is responsible to develop and inspire their workforce and deliver great results for Californians and CDFA. The incumbent must set a clear vision to achieve productive results by developing plans to meet goals, leverage staff skills, and solve problems; build collaborative relationships and foster an inclusive environment for consensus-building and decision-making; coach, guide, train, instruct, and develop team members; empower staff through a sense of shared ownership and decision-making; create an open and transparent environment for the exchange of information; foster a team environment through the support and recognition of team members; promote customer service and accountability; motivate loyalty to the Department's/Branch's mission and commitment to drive continuous improvement for better results. The incumbent must inspire personal credibility through authenticity, confidence, consistency, courage, decisiveness, generosity, honesty, integrity, and judgment.

Classification:	Deputy Manager I
Working Title:	Same
Position Number:	014-000-4832-999
Division/Branch/DAA:	17th DAA
Location:	Grass Valley, CA

Date Prepared:

November 4, 2019

Work Hours/Shift:

Full-Time / 40 Hours per Week

II. Essential and Non-Essential Job Functions

A. Essential Functions:

Function #1 – Annual Fair and Interim Events: 40%

- Prepare, advertise and process all Requests for Proposals, Requests for Quotes and Invitations for Bids.
- Prepare, interpret, and/or oversee implementation of all contracts, including standard agreements, facility rental agreements, judge contracts, vendor and concessionaire contracts, and lease agreements.
- Prepare and/or coordinate and oversee the preparation and development of premium lists and the coordination of the exhibit departments, including: hiring of judges, ring crews, department supervisors and clerks for all Fairgrounds events, including but not limited to the annual Fair, Draft Horse Classic, and the Country Christmas Faire.
- Coordinate the contracting, scheduling, and layout of commercial exhibits, grounds and stage entertainment, and food concessions for all Association events, including but not limited to the annual Fair, Draft Horse Classic, and the Country Christmas Faire.
- Manage the development, printing, and distribution of the Competition Handbook for the annual Fair and Draft Horse Classic Harvest Faire, the Premium Book and the Program for the Draft Horse Classic, the annual Fair Guide (in cooperation with a local media partner), and other printed educational and promotional materials for Association events.
- Directly manage Fair time educational and community programming, including but not limited to: Community Involvement Day, The Family Farm at the Nevada County Fair, and The Magical Forest.
- Oversee the production and execution of the Agricultural Mechanics Auction and Junior Livestock Auctions (JLA) at the annual Fair, including: staffing, ensuring adequate inventory of supplies and materials, coordinating as needed with the co-producing organization for the JLA, marketing efforts, and related accounting and financial support.

Function #2 - Administrative Duties: 30%

- Attend all meetings of the Fairgrounds Board of Directors in order to take accurate and comprehensive notes, prepare draft Board Meeting minutes to be reviewed by the CEO, maintain a complete hard copy file of meeting materials and minutes, and ensure Board Meeting agendas and minutes are placed on the Fairgrounds website.

- Maintain files related the Board of Directors, including training history, authority delegations, and meeting excerpts.
- Development, implementation and management of a year-round volunteer program to support operational and event needs of the Association.
- Serve as the Association's Safety Officer, and in coordination with the CEO, respond and resolve all emergency situations on the Fairgrounds safely and promptly, report any injuries or potential general liability issues to the proper authorities (including the California Fair Services Authority), directly submit and process any worker's compensation claims, and implement and oversee an effective training and safety program.
- Ensure staff and Association compliance with all mandated training requirements.
- Assist the CEO and Accounting Technician in the development of the annual budget and the completion of the annual Statement of Operations (STOP).
- Assist the CEO and Senior Maintenance staff in the development and execution of short-term and long-term capital planning needs for the Association.
- Oversee and manage the hiring process, onboarding, training, coaching, and positive progressive discipline actions for all seasonal/temporary employees.
- Prepare all necessary documents and forms, as directed by the CEO, necessary to perform Human Resources functions for the Association's civil service staff.
- Administer the Association's technology systems, including the exhibit entry software, the Association's website, accounting software, general office software, other needed software, and all related hardware.
- Develop, coordinate, and enforce office rules and procedures.
- Maintain the Association's policy manual, including making amendments when necessary and as authorized by Board action.
- Develop and maintain an employee handbook.
- Prepare administrative reports and correspondence for review and approval by the CEO.

Function #3 – Marketing and Publicity **15%**

- Develop and implement a comprehensive marketing plan for all Fairgrounds events, the RV Park, and the facility rental program.
- Provide direction and oversight to contractors and/or temporary staff to successfully implement the comprehensive marketing plan.
- Serve as spokesperson for the Fairgrounds under the direction of, or in the absence of the CEO.
- Coordinate, as needed, with local and regional media to promote the Fairgrounds and Fairgrounds events.

Function #4 – Interim Events and Parking **5%**

- Oversee the cashiering and parking attendant teams at all interim events with paid parking, including: staffing, scheduling, and accounting/cash controls.
- Coordinate with cashier and parking team leads to ensure adequate level of supplies, signs, and safety equipment.

Function #5 – Community Outreach

5%

- Establish and maintain positive, cooperative, and productive relationships with the public, local stakeholders, patrons of Fairgrounds events, exhibitors, sponsors, and renters/lessors of the Fairgrounds.
- Secure and coordinate the participation of community organizations in the annual Fair, Draft Horse Classic, Country Christmas Faire, and other Fairgrounds events.
- Participate in local government meetings, community committees and activities, and prepare and present public presentations to business and civic organizations.
- Represent the Association at events and in meetings with local, state and federal agencies

B. Non-Essential Function Job Functions

Function #1 Miscellaneous Duties

5%

- Perform other job-related duties as requested by supervisor.

III. Work Environment

The incumbent works in a private office located in the main administration building on the Fairgrounds with at least daily visits to other Fairgrounds buildings and to outside areas on the property. Standard equipment used includes a laptop computer, printer, scanner, calculator, copy machine, phone system, typewriter, fax machine, and radio.

Night and weekend work is expected, particularly during Fairgrounds-sponsored and interim events.

IV. Employee's Statement

(Initial applicable statement)

_____ I have read and understand the duties and essential functions of the position. I understand Reasonable Accommodation¹ and how it applies to essential functions. I can perform the duties of this job without Reasonable Accommodation.

OR

_____ I have read and understand the duties and essential functions of the position. I understand Reasonable Accommodation¹ and how it applies to essential functions. I will need Reasonable Accommodation to perform one or more of the essential functions described in this duty statement.

_____	_____	_____
Employee Signature ²	Supervisor Signature	Date
Date		
_____	_____	
Print Name	Print Name	

¹ A reasonable accommodation is an adjustment or modification to a job or workplace that allows qualified employees or prospective employees to perform the essential functions of the job successfully.
² Duties of this position are subject to change and may be revised as needed or required. If/when duties change you will be provided a revised duty statement to sign.