

**CALIFORNIA DEPARTMENT OF FOOD AND AGRICULTURE  
21<sup>ST</sup> DISTRICT AGRICULTURAL ASSOCIATION  
BIG FRESNO FAIR  
EXHIBIT REPRESENTATIVE II  
DUTY STATEMENT**

**I. PROGRAM/POSITION IDENTIFICATION**

The Fresno Fairgrounds is a Class VI Fair and consists of approximately 165 acres with a four story grandstand for live and satellite horse racing, a paddock area, approximately thirteen buildings, four parking lots, a maintenance yard, a livestock area, horse barns, an outdoor pavilion area, an outdoor theater, an upgraded park area, the Big Fresno Fair Museum and the new Fresno County Historical Museum, etc.

Under the direction of the Chief Executive Officer the incumbent shall be responsible for overseeing all aspects of the Livestock Department. Responsible for coordinating the work of temporary fair personnel in the planning, operations, and execution of all Exhibits and Livestock programs for the annual fair.

This position manages multiple large-scale programs including Exhibits, Livestock Shows, Market Sales, Ag Venture, and year-round compliance activities. Responsibilities include updating the exhibitors' books, coordinating judges, managing livestock haul-in and weigh-ins, barn operations, safety and consumer protection compliance, accounting reconciliation, and leading educational agricultural programming for thousands of students. The position requires leadership, agricultural knowledge, public relations skills, and the ability to manage complex logistical operations.

<b>Classification:</b>	<b>Exhibit Representative II</b>
<b>Working Title:</b>	<b>Exhibit Representative II</b>
<b>License or Other Requirement</b>	<b>None</b>
<b>Position Number</b>	<b>014-000-4838-999</b>
<b>Division/Branch</b>	<b>Big Fresno Fair, 21<sup>st</sup> DAA,</b>
<b>Location:</b>	<b>Fresno</b>
<b>Date Prepared:</b>	<b>November 6, 2025</b>
<b>Work Hours/Shift:</b>	<b>8 a.m. – 4:30 p.m. (Monday thru Friday) Weekends and holidays</b>

**II. ESSENTIAL AND NON-ESSENTIAL JOB FUNCTIONS**

**A. ESSENTIAL FUNCTIONS:**

**Function #1 –Livestock Superintendent (45%)**

- Directs, plans, and oversees personnel –clerks, office staff, barn crew, barn boss, species breed callers, weigh -in and janitors in the daily operations within the Livestock Department for the Big Fresno Fair.

- Responsible for updating the livestock handbook annually, including rule changes, CDFA requirements, species-specific guidelines, and exhibitor policies.
- Maintain current knowledge of CDFA livestock rules, drug monitoring requirements, animal welfare standards, and inspection regulations.
- Creates barn layout, including stall charts, pen assignments, alley usage, wash rack structure, tack placement, and emergency routes.
- Oversee barn setup, including pen installation, signage placement, bedding distribution, stall maintenance, daily cleaning, and decorative elements. Ordering and distributing of barn materials, including shavings, straw, Porta-Cools, generators, and power boxes.
- Confirms livestock judges verifying species expertise, availability, travel needs, and payment requirements.
- Responsible for scheduling and coordinating veterinarian services, poultry inspection, ensuring NPIP compliance and safe bird handling.
- Coordinate animal haul-in, including traffic flow, unloading zones, animal health check-ins, and adherence to species-specific requirements.
- Create weigh-in schedules for all species, schedules weights and measures for scale certification for livestock and jockey scales.
- Ensures weigh-in results are recorded accurately in ShoWorks program.
- Coordinates and designs two sale rings and three livestock sales - including sale order creation, sale catalog production, bidder registration, and buyer hospitality. Overseeing computer operators, auctioneers, ring stewards, and buyer area staff during sales.
- Ensures accurate buyer invoices and timely collection of funds; collaborates with the Accounting Department to guarantee prompt payment to students and creates final financial reporting.
- Prepares disposition sheets for processors and transporters and coordinates with processors, meat lockers, and resale buyers.
- Works closely with the maintenance team to ensure that all work orders are completed prior to the start of livestock events.
- Serves as lead chair for assigned committees, including the Auction Replacement Heifer Committee, Buyers BBQ Committee, and the Livestock Committee.
- Coordinates department donations, including buckles, feed, awards and barn beautification materials.
- Collaborates with the Public Relations Department to schedule animal-related media segments and photos shoots during Fair.
- Serves as spokesperson for the Livestock Department, conducting live television and radio interviews during fair time.

**Function #2 – Competitive Exhibits Program Oversight (20%)**

- Manages and coordinates the creation, accuracy, and finalization of the Exhibitor Handbook and online materials for public viewing by May 1<sup>st</sup> of each year.
- Coordinates with department superintendents in updating exhibit divisions and classes, revising descriptions, rules, entry fees, print structures and premiums.
- Reviews Invitations for Bid (IFBs) related to the Exhibit Office such as the ribbons, trophies plaques and specialty awards ensuring appropriate quantities are requested for the upcoming fair.
- Works closely with staff responsible for data entry of exhibitor handbooks to ensure all information complies with state rules, regulations and departmental requirements.
- Oversees the preparation and distribution of premium lists, premium checks and reports for competitive exhibits.
- Works directly with Department Superintendents to ensure departmental objectives are met and that displays remain within approved budget.
- Directs the typing, processing, and management of judge's contracts creating individual judging books, show binders, electronic iPad files and printed entry tags required for all shows.
- Maintains the master judges' contract database and prepare formal contract reports for monthly board meetings.
- Provides assistance to the public by answering questions and helping individuals complete exhibitor entry forms.

**Function #3 – Safety and Consumer Protection Compliance (15%)**

- Coordinates the superintendent meetings covering Fire Marshal requirements, building policies, material restrictions, and exhibit hall regulations.
- Performs walkthrough with Fire Marshal and CFSA inspectors during pre-fair building inspections; address deficiencies and coordinate required corrections.
- Maintain the Consumer Protection Program, including annual updates to the binder, sanitizer maps, and public health signage. Inspect all hand-sanitizing units and coordinate repairs or replacements.
- Ensure required signage is in place, biosecurity signs, hand washing signs, consumer safety.
- Monitor biosecurity protocols within livestock barns, ensuring compliance with state and local safety standards.
- Schedule needed forklift and safety training for department supervisors, crew members, and livestock personnel.

**Function #4 - AgVenture Educational Program (10%)**

- Coordinates animals with local owners and agricultural organization for AgVenture exhibits.
- Directs the dairy milker responsible for milking demonstrations (three times daily), cow care, pen set up, and sand hauling.
- Purchase hay, grain, bedding, and supplies
- Oversee sets up of pens, signage, fencing, and demonstration spaces, ensuring safety and public engagement.
- Decorates the AgVenture area to create an educational, inviting environment for visitors.
- Schedule and coordinate educational demonstrations, including dairy milking, species presentations, and agricultural talks.
- Organize and manage barnyard speakers for daily programming.
- Coordinate school tours for ~3,500 students, partnering with 20+ 4-H and FFA youth educators.
- Manage the Lamb Birthing Center, including selecting 6–10 ewes expected to lamb during the fair and coordinating safe public viewing.
- Oversee sand haul-in and pen preparation with the barn crew.

**Function #5 – Orders and Maintains Supplies (5%)**

- Responsible for ordering department superintendents supplies-ribbons, awards, shirts, aprons and vinyl.
- Maintains inventory and orders required materials for fair time.

**B. NON-ESSENTIAL FUNCTIONS:**

**Function #6 – Miscellaneous Duties (5%)**

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

### **III. WORK ENVIRONMENT**

The incumbent works in an office setting with two workstations. The incumbent will have a private office with furniture, a telephone, adding machine, and a computer with various desktop programs. The workstation is equipped with an adjustable roller chair, stationary file cabinets, and desktop of standard height. Pre-fair and Fair-time essential job functions require considerable physical strength, agility, and mobility to work throughout the facility. Work activities involve standing, frequent walking including walking on uneven ground; climbing stairs, sitting; kneeling; pushing and pulling. Will work with large and small livestock, hazardous waste, and chemicals. Operates forklift and scissor lift within the livestock department.

Incumbent will work in the office from 8 a.m. to 4:30 p.m. and possibly work on weekends and holidays during Fair-time.

### **IV. Employee's Statement**

#### **(Initial applicable statement)**

I have read and understand the duties and essential functions of the position. I understand Reasonable Accommodation<sup>1</sup> 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 Accommodation<sup>1</sup> 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.

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Employee Signature<sup>2</sup>      Date

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Supervisor Signature      Date

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Print Name

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Print Name

**CC: Employee  
Official Personnel File  
Supervisor's Drop File**

<sup>1</sup> 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.

<sup>2</sup> Duties of this position are subject to change and may be revised as needed or required. If/when duties change you will be provided with a revised duty statement to sign.