



## **34TH DISTRICT AGRICULTURE ASSOCIATION (MODOC DISTRICT FAIRGROUNDS) POSITION ANNOUNCEMENT**

**POSITION:** Event Center Coordinator

**POSITION DESCRIPTION:** ¼ Time Event Center Coordinator, Modoc District Fairgrounds

**REPORTS TO:** President, 34<sup>th</sup> District Agriculture Association

**SALARY:** 30\$-35\$ per hour based on experience and qualifications

**HOURS:** Not to exceed 520 hours without board approval

**DEADLINE FOR CONSIDERATION:** January 31<sup>st</sup>, 2024

### **NARRATIVE**

The California 34<sup>th</sup> District Agricultural Association is soliciting for the recruitment of one ¼ time Modoc District Fairgrounds Event Center Coordinator. This solicitation is desired to recruit and retain one Event Coordinator for the effective, efficient and revenue building of the Modoc District Fairgrounds as an event center. The vision of the California 34<sup>th</sup> District Agriculture Association is to hire one, ¼ time Event Center Coordinator who will solicit and build enough revenue to eventually support a full-time benefitted CEO position. Through the recruitment of new business to the event center, essential grant writing, awarding and implementation, the sky is the limit. This solicitation has the possibility to be a hybrid environment. The Event Center Coordinator may have the ability to work remotely and, on the fairgrounds, as approved by the 34th DAA Board of Directors.

*The State of California and the 34<sup>th</sup> District Agriculture Association is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed and sex.*

## **PRIMARY FUNCTION AND PURPOSE**

- Plan, organize, lead, and administer all activities of the Modoc District Fairgrounds and Event Center (fairgrounds) in accordance with State Laws, County Regulations and By-laws adopted by the California 34<sup>th</sup> District Agriculture Association.
- Actively and solicit and successfully promote, manage, and administer the fairgrounds as an events and emergency center.
- Ensure the effective and efficient use of agency personnel, funds, materials, and time.
- Positively interact with the public, other agencies, and non-profit organizations under the direction of the California 34<sup>th</sup> District Agriculture Association. This position is a working fairgrounds manager that oversees all aspects of the Modoc District Fairgrounds events, facility and revenue generating center.

## **ORGANIZATIONAL RELATIONSHIPS**

The successful candidate is expected to perform the essential duties and responsibilities in a manner which carries out the vision of the California 34<sup>th</sup> District Agriculture Association while maintaining positive working relationships with other profit and not-for-profit organizations that utilize and support the Modoc District Fairgrounds and its contribution to the residents of Modoc County California and Washoe County Nevada.

## **ESSENTIAL BUSINESS DUTIES AND RESPONSIBILITIES**

- Preparation of yearly budget documents in accordance with the California 34<sup>th</sup> District Agriculture Association's recommendation.
- Preparation of the agendas, minutes, resolutions, and other required documents for the California 34<sup>th</sup> District Agriculture Association's board meetings.
- Prepare, announce, and attend monthly 34<sup>th</sup> District Agriculture Association's meeting agenda. Take minutes and publish minutes within seven days of meetings.
- Preparation of accounting documents in accordance with policies established by the California 34<sup>th</sup> District Agriculture Association and following the California Department of Food and Agriculture Accounting Procedures Manual. (i.e., Vouchers, Time Sheets, Payroll, Deposit Transmittals, etc.)
- Preparation of documents required to receive the California Department of Food and Agriculture funding allocation. (i.e., fair event report and year-end recap report).
- Develop and implement fundraising events and seek out, apply, and administer grant funding.
- Coordinate and solicit events at the Modoc District Fairgrounds, to ensure optimum usage, both during the Fair and during the off-season.
- Advertise and positively promote the annual Modoc District Fair and other events that utilize the fairgrounds facilities.
- Develop, organize, and coordinate sponsorships that create new displays, activities, events and facility usage.
- Recruit and retain event staff. Coordinate with the staff and the California 34<sup>th</sup> District Agriculture Association Board of Directors to recruit fair time staff for

maintenance/grounds functions (i.e., security, restroom attendants, and garbage attendants). Submit recommendations to the California 34<sup>th</sup> District Agriculture Association Board of Directors.

- Organize, attend and/or conduct training meetings for all fair user groups, volunteers, and event staff (i.e., Superintendents meetings, food handlers' class, etc.).
- Prepare and present oral and written reports to the California 34<sup>th</sup> District Agriculture Association Board of Directors.
- Attend management meetings, seminars, professional workshops, and other meetings necessary to remain up to date with the fair industry.

### **DESIRED EDUCATION AND EXPERIENCE**

- High school graduate or General Education Diploma.
- A minimum of two (2) years of experience working with or for a board or commission.
- Demonstrated management experience with importance placed on recruitment and retention.
- Demonstrated experience working with volunteer groups.
- Demonstrated experience working with computers, the Microsoft suite of products and Quickbooks.
- Demonstrated experience using accounting software and governmental accounting practices.
- Must possess an unrestricted California State Driver's License.
- Must be 21 years of age at time of appointment to the position.
- A combination of education and experience as documented and verified with past work experience and recent resume.

### **DESIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to communicate effectively with the public, California 34<sup>th</sup> District Agriculture Association, Modoc County Board of Supervisors, and other public or private agencies.
- Administrative, management, leadership, and organizational skills.
- Ability to work effectively with diverse user groups, commercial exhibitors, agricultural interests, hobby interests, etc.
- Working knowledge relating to governmental budgeting and management.
- Working knowledge of English grammar and composition, spelling and arithmetic, bookkeeping desirable.
- Must be able to follow timelines and complete projects on time.

## **BEHAVIORAL STANDARDS**

- At all times, positively represents the California 34<sup>th</sup> District Agriculture Association, Modoc County, and the citizens of the areas in which we serve demonstrating honest and ethical behavior.
- At all times is respectful and courteous to the public and provides leadership to fair user groups and staff. Demonstrates efficient work habits.

## **WORKING ENVIRONMENT/PHYSICAL REQUIREMENTS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job in a normal office environment.

- Must be able to become a certified forklift driver.
- Ability to safely operate various types of equipment including lawnmowers, forklifts, tractors with implements, golfcarts, ATVs, and standard motor vehicles.
- While performing the duties of this job, the employee is frequently required to walk, sit, talk, and hear; use hands to finger, handle or operate objects, tools or equipment; and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is low to above normal for short periods during the event activities. Ability to work with little or no supervision.
- The person in this position will be required to work in both office and outdoor settings. Hours will be flexible with evening and weekend work. There will also be some travel required.
- Standard office equipment used in this position includes, but is not limited to, personal computer, printer, calculator, photocopier, facsimile machine, and camera.

***Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.***

## **SELECTION PROCESS**

The selection process includes a formal application and evaluation of education and experience, an oral interview with the California 34<sup>th</sup> District Agriculture Association, and a fully processed background investigation including recent employer reference checks.

The duties set forth in this position description are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

## **APPLICATION**

Your application package should include the following:

- Cover letter documenting the reasons for your interest in this role and why you would be a good fit for the Modoc District Fairgrounds.
- Resume with recent relevant experience highlighting your skills as related to this announcement.
- At least three references from recent and relevant work experience.

Please **email** your completed application package to Kevin Kunkel, President 34<sup>th</sup> District Agriculture Association ([kkunkel76@gmail.com](mailto:kkunkel76@gmail.com)) by close of business January 31<sup>st</sup>, 2024. You may also **mail** your application package to: Kevin Kunkel, Modoc District Fairgrounds, PO Box 26, Cedarville CA 96104. Incomplete application packages will not be considered.