



Placer County Fair and Events Center Invites Applications for GENERAL MANAGER

Placer County Fair and Events Center (PCF) is located in Northern California with a prime location in the Roseville. The PCF has a combination of exciting challenges for an individual seeking responsibility and growth in the management of an entertainment, rental facility, and motorsports events. The PCF Association has a contractual agreement with the property owner, Placer County, to operate and manage the facility. Additional information is available online at www.placercountyfair.org.

The Placer County Fair and Events Center, the Placer County Fair Association, and related entities are equal opportunity employers.

ACCOUNTABILITY

The General Manager is an "at will" employee, directly accountable to the Board of Directors of the Placer County Fair Association and is charged with implementing the goals, objectives and policies of the Board. Day-to-day policy issues and administrative problems that need Board input or direction are referred to the Executive Board for guidance, but significant policy or administrative issues are placed before the full Board of Directors for direction. The Manager directs the day-to-day operations of the Fair, supervises staff, manages the budget and fiscal activities, and keeps the Board up to date on developing issues, and/or progress on Board directives and goals.

ESSENTIAL FUNCTIONS

- Works with the Placer County Fair Association Board of Directors in planning and supervising the Placer County Fair and other special events that contribute to the PCF's activities and goals set by the Board. Works with the track manager in planning All American Speedway events;
- Participates in establishing and monitoring the budgets, goals and objectives for the operation of the PCF;
- Prepares the Board Agenda in conjunction with the Executive Committee of the Board, attends Board meetings and helps facilitates Board Committees in accomplishing committee tasks, and serves as the board secretary;
- Attends Committee meetings as required, but is not a member of any committee and does not possess voting rights;
- Personally, or through others, makes presentations to a wide variety of civic or other groups to promote the PCF, and presents a favorable and positive image of the Fair;

- Promotes and encourages participation of groups and others to attend the Fair;
- Promotes, and advocates the PCF and All American Speedway through a variety of media outlets;
- Establishes and coordinates media coverage for all events effectively representing the PCF within the community;
- Maintains a liaison with a wide variety of civic, city, county and state agencies, groups and officials;
- Fields all complaints relevant to the PCF and reports them to the Board;
- Acts as the official spokesperson for the Placer County Fair Association along with the president of the Board of Directors;
- Prepares reports and submits them to the Board or Executive Committee;
- Is responsible for the hiring and management of all PCF employees. Is responsible for supervision of all contract employees, including the track manager of All American Speedway;
- Is responsible for preparing, negotiating and approving contracts between the PCF and vendors and customers;
- Is responsible for all logistics associated with the County Fair, including planning, layout, scheduling and coordinating events, and negotiation with food vendors and entertainment groups in accordance with Board policies;
- Prepares and presents annual budget to the Executive Committee, and the Board of Directors;
- Reviews fiscal expenditures, documents all financial transactions and maintains an accounting system that meets the requirements of designated auditors, as authorized by the Board of Directors, expends funds as appropriate, and maintains fiscal accountability;
- Seeks non-traditional revenue sources such as donations and grants.

ABILITIES

- Intimate knowledge of all the aspects of managing the activities of a County Fair and event venue including budgeting, media use, agricultural activities, and supervision of multiple vendors and their contracts;
- Ability to make decisions in accordance with general policy statements relying on established precedent and the bylaws of the PCF Association;
- Ability to act independently with a minimum of supervision;
- Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership techniques, production methods and coordination of people and resources.
- Ability to recognize exceptions to general principles and to know when to seek out higher-level decisions; Ability to analyze and make recommendations on administrative, management and procedural practices; write logical, comprehensive, concise reports and correspondence; prepare effective presentations of conclusions and recommendations;
- Ability to hire, train, evaluate, and direct the work of other employees;
- Ability to maintain confidentiality and use discretion in communication of the PCF personnel, and potential liability information;
- Ability to compile and analyze, record and assemble data and information in a meaningful and effective manner for consideration by the Board of Directors;
- Ability to maintain and establish working relationships with staff, directors and volunteers;

- Ability to multi-task and meet multiple demands;
- Ability to reach out to businesses and industry to secure funding, including grants and other sources of funding;
- Knowledge of principles and methods for showing, promoting, and selling products or services. This includes marketing strategy and tactics, product demonstration, sales;
- Ability to communicate with the Board of Directors, Placer County Supervisors, community groups and interested individuals by telephone, in written form, e-mail, and in person.
- Ability to establish and maintain interpersonal relationships with others and maintaining them over time;
- Knowledge of and ability to use basic computer programs such as word processing and spreadsheets'
- Knowledge of production processes, quality control, costs, and other techniques for maximizing the effective of services offered by PCF.

EXPERIENCE/EDUCATION

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Graduation from a four-year college or university with major coursework in Business Management or related field and five years of community fair related experience which included supervision of staff, and/or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job as listed above.

COMPENSATION

Salary Range: \$50-80,000.00 annually

Bonus/incentive package will be considered and is negotiable.

Benefits: Health insurance
 401k plan eligibility
 12 paid annual holidays
 2 weeks paid vacation after 12 months service

By January 6, 2012, please submit your letter of interest, references, salary requirements, and resume to the Board President:

Wayne Vineyard
 3828 Gladding Road
 Lincoln, CA 95648

No phone calls please

Qualified candidates will be invited to interview with the Board selection committee during January 2012. A recommendation for the most suitable candidate will be made by the selection committee to the full Board as soon as possible.