

*The OC Fair & Event Center announces the position of*  
**Chief Executive Officer**



Annual base salary range \$103,560 - \$119,616 (depending on experience)  
plus potential 20% recruitment/retention pay differential  
resulting in total salary range of \$124,272 - \$143,544.

Excellent benefits including PERS retirement.



*32<sup>nd</sup> District Agricultural Association*



## MISSION STATEMENT

OC Fair & Event Center provides educational, entertainment and recreational opportunities for the general public and preserves the heritage of California agriculture. This is accomplished while promoting and showcasing the talents, interests and accomplishments of the citizens of California, especially Orange County residents.

## THE OC FAIR & EVENT CENTER

The 32nd District Agricultural Association, also known as the OC Fair & Event Center is, by statute, an institution of the State of California, under the jurisdiction of the California Department of Food & Agriculture. The governing authority is a 9-member Board of Directors, each appointed for a 4-year term by the Governor of California. The individual directors serve without pay. The OC Fair & Event Center is located on 150 acres in Costa Mesa, California. With an annual budget of \$31 million, the organization employs 85 full-time State civil service employees. On a year-round basis the organization also employs 150 part-time, seasonal staff, and 1,000 additional part-time staff members at fair-time.



The organization currently has cash-on-hand of \$22 million and an adopted master plan budgeted at approximately \$45 million, if fully implemented.

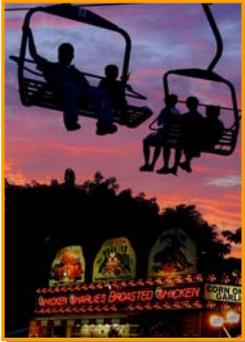
Specific information about the OC Fair & Event Center and the CEO position can be found on the organization's Web site at [www.ocfair.com](http://www.ocfair.com). Go to the employment page under "About Us" to find links to the specific information.



# THE POSITION

The Board of Directors for the OC Fair & Event Center (OCFEC) is seeking an experienced administrator to continue its strong traditions and to identify opportunities to expand its economic impact and contribution to the vitality of Orange County and Southern California. The Chief Executive Officer of the 32<sup>nd</sup> District Agricultural Association is an officer appointed by and reporting to the Board of Directors. Under the direction of the Board, the CEO plans, organizes, implements, and administers the development and utilization of fairground facilities and programs, providing the public with a variety of entertainment, social, educational, cultural and recreational activities. The CEO also directs the work of the staff of the OCFEC and does other work as required. The Board of Directors requires the CEO to demonstrate strong abilities in administration and management, financial accounting, strategic planning, marketing, facility improvements, community outreach and public relations.

The CEO has the key responsibility of implementing the policies and vision of the Board and assuring the financial success of the organization. This entails:



- ✓ Providing leadership in strategic planning and implementation of approved plans.
- ✓ Providing leadership in board policy development and board member responsibilities, serving as lead communicator with the board of directors.
- ✓ Implementing the adopted master plan for the facilities and grounds.
- ✓ Overseeing fairgrounds operations.
- ✓ Providing leadership in the successful implementation of the strategic plans of individual OCFEC business units, including the annual fair, year-round events, and the Pacific Amphitheatre.
- ✓ Serving as chief liaison with the public, other community and governmental organizations, and industry associations.
- ✓ Creating a motivating working environment in which employees at all levels are inspired to achieve excellence.

# THE IDEAL CANDIDATE

The CEO of the OC Fair & Event Center must be a highly skilled individual with extensive management and administrative skills and a strong understanding of the practices and principles of fair and/or other business event management; including public relations, personnel and financial administration, contract negotiation and administration, and property management practices. The ideal candidate is a strategic thinker, capable of implementation through teamwork and collaboration and able to communicate effectively with people from all walks of life, including community representatives, elected officials, Board members, executive team members, other State department staff and the media. The CEO must be willing to work irregular hours and weekends, able to manage people and the creative process with inspiration, show capacity to multi-task and manage diversity of activity, programs and people, while leading with diplomacy, inclusive communication, and positive motivational leadership.

The CEO is the public representative of the organization and leader of the board and staff. It is expected that the CEO will act with the highest moral character and integrity in all that he/she does. The position calls for public disclosure of any potential conflicts of interest and the annual filing of a Form 700, Conflict of Interest form with the California Fair Political Practices Commission.

The ideal candidate will have the following minimum levels of experience:



- ✓ 7 years experience in an executive management position with an organization having a minimum of 100 employees.
- ✓ Experience working with an outside board of directors.
- ✓ A college degree.
- ✓ Experience managing a fair, festival or major event hosting over 25,000 people in attendance per day.
- ✓ Experience in major project implementation.

Applicants should be aware that prior to employment with the OC Fair & Event Center, a thorough background investigation will be conducted. The investigation may consist of credit check, driver history, and inquiry into local, state, and federal files to disclose criminal records. The prospective employee may also be required to participate in a behavioral performance profile assessment.

# OVERVIEW

The OC Fair & Event Center has posted on its Web site ([www.ocfair.com](http://www.ocfair.com)) several documents providing an overview of the OC Fair & Event Center and the CEO functions that make this an exciting opportunity for a qualified candidate. They can be found on the website, "About Us," employment page. Interested candidates should review the following posted documents:

- ✓ 2008 OCFEC Budget
- ✓ Five-Year Strategic Plan
- ✓ Organizational Chart
- ✓ Post-Fair Report for 2007
- ✓ Master Plan
- ✓ CEO Areas of Responsibility

## COMPENSATION AND BENEFITS

Salary: Annual base salary range \$103,560 - \$119,616 (depending on experience) plus potential 20% recruitment/retention pay differential resulting in total salary range of \$124,272 - \$143,544.

Excellent benefits package including:

- ✓ Public Employees Retirement System (PERS)
- ✓ Health Plan
- ✓ Life Insurance
- ✓ Annual Leave
- ✓ Dental Plan
- ✓ Holidays
- ✓ Vision Plan
- ✓ Deferred Compensation Plan

## APPLICATION & SELECTION PROCESS

Interested persons should submit a completed application with biographical information detailing relevant career experience. Applications are available online ([www.ocfair.com](http://www.ocfair.com)) or by calling (714) 708-1563, Human Resources Department

Applications and biographical summaries are due **January 31, 2008** to the President of the Board.

Dale Dykema, President  
OC Fair & Event Center Board of Directors  
88 Fair Drive  
Costa Mesa, CA 92626

Applications will be appraised to determine most suitably qualified candidates to participate further in the process. The most suitably qualified candidates will be invited to an oral interview with the OC Fair & Event Center Board of Directors on:

**February 20, 2008**

Candidates selected to interview on Feb. 20 will be asked to participate in a DISC behavioral performance survey.

Top ranked candidates will be interviewed by the OC Fair & Event Center Board of Directors on:

**March 19, 2008**

The full board will meet on **March 27, 2008** to make their selection.

It is desired that the selected candidate will commence work at the OC Fair & Event Center by **May 15, 2008**.

