



Chief Operating Officer

Total Monthly Salary: \$12,807 - \$15,342

Mission Statement:

Enhancing equitable community access to agriculture, entertainment, cultural and educational experiences

About Us

The 32nd District Agriculture Association, also known as the OC Fair & Event Center (OCFEC) is, by statute, an institution of the State of California, under jurisdiction of the California Department of Food & Agriculture. With an annual budget of \$50 + million, the organization employs 120 full-time civil service employees on a year-round basis. The organization also employs 250 part-time seasonal staff and 1,500 additional part-time staff members at fair time.

The OC Fair is ranked in the top 10 USA fairs and is #1 in California. In addition to the annual OC Fair, the OC Fair & Event Center hosts more than 150 year-round events.

Core Values

- ♦ Safety
- ♦ People
- ♦ Integrity
- ♦ Stewardship
- ♦ Compliance
- ♦ Diversity & Inclusion
- ♦ Excellence
- ♦ Community & Neighborliness
- ♦ Fun



Position Details

Reports to:

Chief Executive Officer

Direct Reports:

Director, Facilities

Director, Safety & Security

Director, Event Services

Director, Planning & Production



Position Overview Serving as a member of the OC Fair & Event Center’s executive management team, the Chief Operating Officer provides strategic direction for the organization by working with executive management as well as the Board of Directors to establish long-range goals, strategies, plans and policies. The Chief Operating Officer provides leadership to guide OC FEC’s operations functions in support of the organization’s mission, vision, operational core values and strategic priorities.



Essential Functions:

- Lead all operational departments to execute the organization's five-year strategic plan and support OCFEC's mission
- Translate the Board's vision into effective growth strategies and actionable operational plans to ensure long-term success and financial strength
- Provide executive oversight for all operational functions including Facilities, Maintenance, Safety, Security, Event Operations, Event Services, Concessions, Planning, Production, Fair Execution and Master Site Planning
- Recommend and implement policies and operational improvements that enhance efficiency, effectiveness and accountability
- Serve as chief operational advisor to the CEO and contribute to organization-wide policy and strategic decision-making as a key member of the executive team
- Establish and monitor operational and financial controls, ensuring proper asset stewardship and budget compliance
- Develop and manage annual budgets, capital expenditures and a rolling five-year capital improvement plan
- Oversee master site planning and capital projects in partnership with the California Construction Authority and the Facilities Committee
- Deliver timely, accurate reports to the CEO and Board regarding facilities, site development, fair planning and key operational initiatives
- Drive sustainability and environmental management initiatives including water conservation, green practices and utility cost savings
- Oversee long-term vendor contracts and lead RFP processes for key services (e.g. carnival provider, master concessionaire)
- Represent OCFEC with regulatory agencies (e.g. CalOSHA, CalTrans, CalFire), public utilities and government bodies
- Build and maintain effective partnerships with stakeholders, government officials and neighboring communities
- Inspire a high-performance culture through ethical leadership, staff development, coaching and interdepartmental collaboration



Qualifications:

- Minimum of 10 years of progressive experience in facility operations, event and/or hospitality management, including operational oversight, construction knowledge, project management and capital budget development
- In-depth understanding of large scale event operations, especially those involving carnival, concessions, exhibits and fairground activities
- Proven experience managing high-profile, multi-day events at fairs, festivals, amusement parks or multipurpose venues
- Strong customer-centric approach with the ability to view operations from the guest's perspective and improve the overall experience
- Demonstrated success in building and leading high-performing teams through clear goal setting, accountability and coaching
- Skilled in the development of complex contracts, including scope creation and leading RFP processes
- Proficient in budget preparation, variance analysis, cost control and long-range capital planning
- Deep knowledge of public facility operations, maintenance and related services
- Familiarity with federal, state and local regulations, including OSHA, ADA, EEOC, FLSA, Fire and Life Safety codes
- Excellent communication, negotiation and public speaking skills, with the ability to effectively present to diverse audiences
- Highly organized and service-oriented, with strong interpersonal and consensus-building abilities
- Cross functional collaborator with a proven ability to foster shared vision, interdepartmental cooperation and stakeholder engagement
- A strategic thinker who embraces innovation, continuous improvement and organizational evaluation to drive operational excellence
- Leads with integrity, fairness and respect; models ethical behavior and instills trust across all levels of the organization
- An inclusive and transparent leader who values openness, honesty and diverse perspectives
- Deeply aligned with the organization's mission and purpose; actively supports staff and stakeholders in achieving shared goals
- Passionate about community engagement and understands the values and motivation of stakeholders
- Seeks opportunities to enhance programming based on trends, customer interests and cultural shifts
- Committed to personal and team development; encourages professional growth in others and acts as a supportive mentor
- Capable of assessing situations effectively and taking decisive action that aligns with the organization's mission and values



Compensation & Benefits:

Salary:

Career Executive Assignment, Level A - \$10,349 - \$12,525 plus a 20% recruitment & retention differential, \$250 monthly geographic pay differential, and \$500 monthly car allowance. (As part of the State's efforts to address ongoing budget shortfalls, from July 1, 2025 through June 30, 2027, the Personal Leave Program 2025 [PLP] will be in effect. This consists of a 3% pay reduction in base monthly salary in exchange for accrual of 5 hours of PLP leave per month.)

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Excellent Benefits Package Including:

- Public Employees Retirement System (PERS)
- Annual leave
- Health plan
- Dental plan
- Vision plan
- Life insurance
- Holidays
- Deferred compensation plan



Special Qualifications:

- Ability to work outside the normal business day/week as demanded by events, programs and the needs of the organization
- Some travel may be required for research, business development, professional development and sales
- Will be required to perform other duties as directed, requested or assigned by the Chief Executive Officer



Apply Now:

To apply, please visit the following web site:

<https://www.cpshr.us/recruitment/2519>

Submit your application by **September 15, 2025**.

For additional information about this position, please contact:



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