

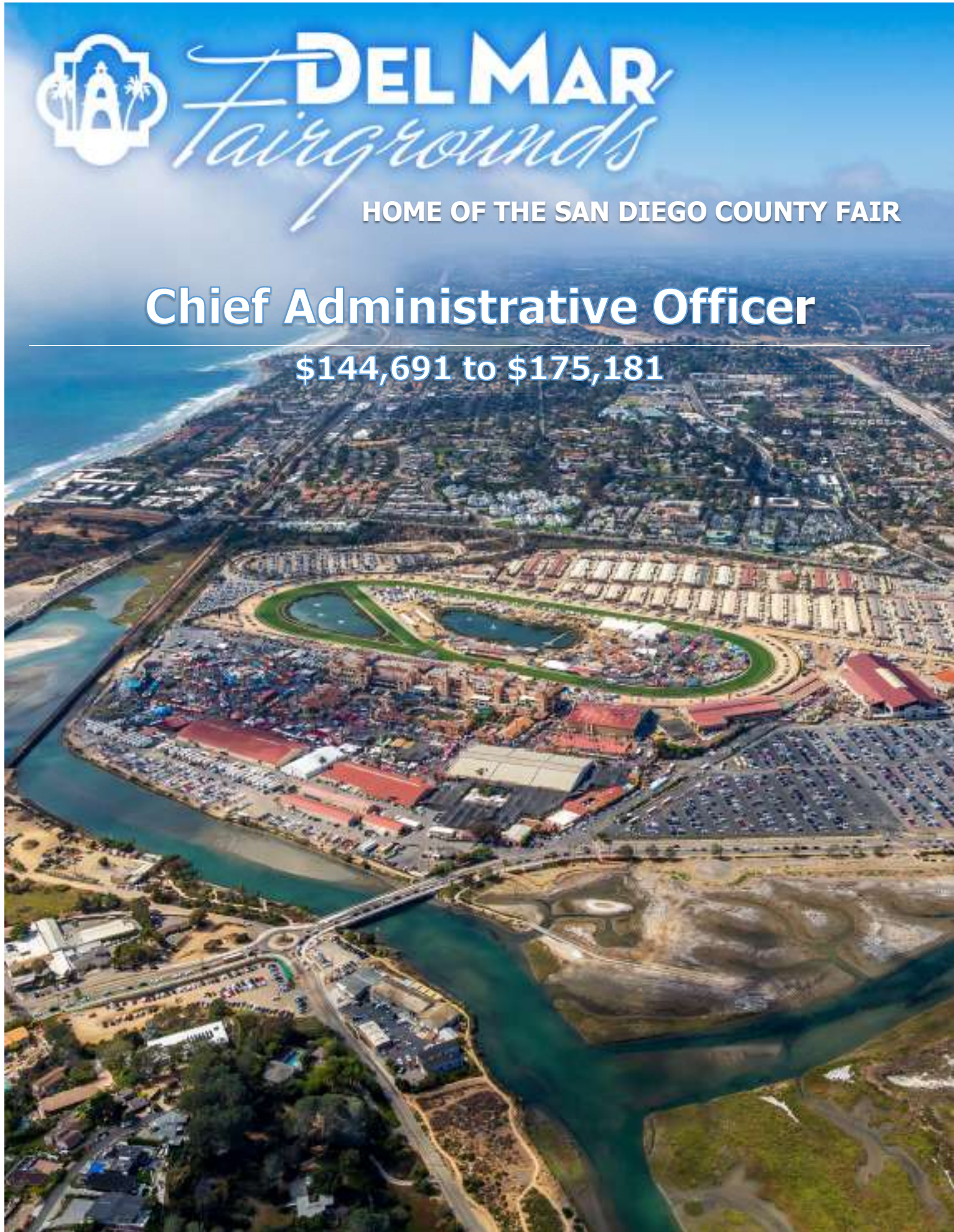


DEL MAR *Fairgrounds*

HOME OF THE SAN DIEGO COUNTY FAIR

Chief Administrative Officer

\$144,691 to \$175,181



THE POSITION

The 22nd District Agricultural Association/Del Mar Fairgrounds (District) is looking for a dynamic administrative professional to serve as our next Chief Administrative Officer.

Reporting directly to the Chief Executive Officer and serving as a member of the Executive Leadership Team, the Chief Administrative Officer plays a crucial role in driving organizational performance and a vibrant culture, with a focus on:

- Ensuring smooth business service operations
- Guiding and influencing long-term and strategic decision making
- Cross-functional collaboration throughout the organization
- Resource allocation and financial planning
- Mitigating risk and ensuring proper stewardship of assets
- Providing ethical leadership and counsel
- Engaging employees on priorities and key initiatives aligned with District's vision and strategy
- Negotiating and resolving sensitive, significant, and controversial issues
- Representing the District and CEO to elected officials and outside entities.

Responsibilities include, but are not limited to:

- Overseeing business services such as administration, accounting, human resources, and risk management
- Developing and overseeing the District's budget
- Monitoring changes in laws, regulations, and technology that may affect District operations
- Developing and implementing best management practices
- Advising others in the organization on administrative issues
- Serving as a chief advisor to the CEO on organization-wide policy issues
- Fostering accountability by setting clear goals and expectations and monitoring progress
- Providing timely, accurate, and complete reports and analyses on the financial and administrative functions of the organization
- Continuously improving efficiency by facilitating ongoing review and enhancement of business processes and procedures
- Maintaining oversight of capital projects.

The District is a highly visible organization that provides public programs in the second largest county in California, has a \$550 million economic impact on the greater San Diego County region, and maintains 324 acres of public land within the California Coastal Commission's jurisdiction.

COMPENSATION

SALARY: \$144,691 to \$175,118 annually

BENEFITS: Health, dental, vision, life, and long-term disability insurance plans; CalPERS retirement

PAID TIME OFF: Vacation, personal, professional development, sick leave, plus 11 paid holidays.

For additional information about benefits, please visit
<https://www.calhr.ca.gov/employees/Pages/salary-and-benefits.aspx>

THE IDEAL CANDIDATE

The ideal candidate fully embraces and demonstrates these core values of the organization:



FUN

Smile. Engage. Celebrate.

We believe in celebrating the ordinary and the extraordinary in unique ways.



A+ QUALITY

Plan. Act. Execute.

We believe in creating exceptional and memorable experiences.



INTEGRITY

Responsible. Ethical. Authentic.

We believe in being responsible to our community, the environment and to one another.



RESPECT

The Golden Rule.

We believe in providing an inclusive and interactive place where all people can connect.



SERVICE

Caring. Humble. Helpful.

We believe in purposeful and inspiring engagement.



Additionally, the ideal candidate is a highly efficient and proven leader with:

- Extensive cross-functional experience in accounting or finance, human resources, contracts and procurement, and capital infrastructure planning;
- Excellent written and verbal communications skills — including public speaking and presentation skills to address groups of all sizes and makeup — with the ability to effectively convey technical information;
- A Bachelor's degree and an advanced degree, such as a law degree or a master's in business or public administration;
- Demonstrated experience interpreting and implementing laws, policies, and procedures;
- Experience working with Microsoft 365 products and Microsoft Teams;
- The ability to work outside the normal business day/week, as demanded by events and programs;
- Demonstrated focus on continuous process improvement;
- The ability to inspire and motivate others to achieve more;
- A strong understanding of accounting, financial reporting, payroll, budget development and management, and effective internal controls for a complex organization;
- A demonstrated ability to assess the strengths and weaknesses of ideas and processes and to offer recommendations for solutions in a collaborative environment.

THE IDEAL CANDIDATE

In addition, our ideal candidate is a creative leader who confronts problems in a strategic and thoughtful manner, considering viable alternatives, and helping to devise effective solutions.

A decisive leader who demonstrates sound judgment, a collaborative spirit, and strong interpersonal and business communication skills.

A fair, authentic leader who listens well, exhibits integrity, leads by positive example, and models respect toward others.

A versatile, hands-on leader with a demonstrated ability to develop and foster a cross-functional work relationship between direct-report departments and other departments within the organization.

A discerning, diplomatic leader who effectively balances the necessity of employing best business practices to manage and grow the business against the challenges posed by state regulations, laws, and myriad other factors.

A critical thinker who understands and seeks to reform processes, who develops and monitors effective financial controls, and who assesses and monitors organizational risks.

An accountable and results-oriented leader who commits to planning and executing organizational initiatives and instills energy, enthusiasm, and commitment for the mission from their direct reports.

And a collaborative team player who works to help others learn, grow, and make well-informed decisions.

We are looking for a compassionate leader with exceptional communication skills, capable of navigating complex challenges and fostering collaboration to find effective solutions. Our ideal candidate will bring expertise in areas such as finance, human resources, economic development, analytics, innovation, and strategic planning. They will also excel in providing guidance and mentorship to our dedicated employees, supporting their professional growth.



THE COMMUNITY • *The Best of Southern California*

Located in southwestern California, San Diego County is California's second-most populous county and the fifth-most populous in the United States with more than 3.2 million residents.

Stretching over more than 70 miles of sparkling coastline, San Diego County enjoys year-round sunshine and near-perfect weather ranging from a mild Mediterranean climate on the coast, a semiarid climate and extensive chaparral vegetation inland, to lushly forested mountains to the east that receive frost and snow in the winter. The region features amazing outdoor activities and events, great food and restaurants, nightlife, major sporting events and conventions, respected educational and community institutions, and exciting cultural experiences, all of which make the county a great place to live and work.

From north to south, San Diego County extends from the southern borders of Orange and Riverside Counties to the Mexico-U.S. border and the Baja California municipalities of Tijuana and Tecate. From west to east, the county spans from the sparkling Pacific Ocean to the boundary with Imperial County.

Nestled in the quaint community of Del Mar, the main campus of the Del Mar Fairgrounds borders Solana Beach to the north, I-5 to the east, San Diego to the south, and the Pacific Ocean to the west.

THE DISTRICT (ORGANIZATION) • *Making Memories Since 1880*

Proud to own and produce the community's largest and most iconic event — the San Diego County Fair — the District has been a beloved cornerstone of San Diego culture since 1880. Working for the District means collaborating with creative and inspiring people in a fun and dynamic environment, where no two days are ever truly alike.

The District owns and operates the Del Mar Fairgrounds and, as an institution of the State of California, is governed by a nine-member board appointed directly by the governor.

In 1936, the District first opened the Fairgrounds, which has become a timeless community treasure where all can flourish, connect and interact through year-round, exceptional experiences.

Today, the District hosts a large variety of events and activities across three distinct properties:

- **Del Mar Fairgrounds:** 212-acre main campus, in Del Mar, and home to the administrative offices
- **Surf & Turf Recreational Center:** 48-acres in San Diego just east of Jimmy Durante Boulevard
- **Del Mar Horsepark:** 64-acre equestrian center in San Diego, 1.5 miles east of the main campus

The District strives to connect our community through shared interests, diverse experiences, and service to one another in an inclusive, accessible, and safe place with an emphasis on agriculture, education, entertainment, and recreation.

Our vision is to be our community's iconic place for social interaction and cultural expression, honoring traditions, embracing innovation, celebrating excellence, and having fun.

Though a state institution, the District does not traditionally receive tax dollars from the State of California. District facilities and programs are primarily funded through revenues generated by hosting events and producing the annual San Diego County Fair. The District is a significant economic generator for the region, and generations of San Diegans have made the Fair — as well as horse race meets operated by the Del Mar Thoroughbred Club on behalf of the District — part of their summer traditions.

ABOUT THE FAIR • *San Diego's Premier Summer Event*

The first San Diego County Fair was held in 1880 in what is now known as National City in southern San Diego County. The Fairgrounds has served as the permanent home of the Fair since 1936.

Every year, the Fair changes the “theme” of the event, which keeps the event fresh and offers new and exciting ways to connect with the community. In 2023, the Fair adopted an outdoorsy camping theme called “Get Out There.” In 2024, the Fair offered its guests a chance to take a nostalgic look back at the cultural zeitgeist of bygone eras with its “Let’s Go Retro” theme. The 2025 Fair will be a celebration of pets dubbed the “Summer Pet-tacular.”

But what doesn’t change is that every year, summer in San Diego starts at the Fair. For four weeks in June through the July 4 holiday weekend, our guests enjoy a festive atmosphere, Fair food, rides and games, animals and agriculture, multiple stages of live music and entertainment, educational experiences and programs, community exhibits and competitions, and unique shopping.

The Fair is the District’s primary business, providing the majority of the revenue that sustains the organization and funds capital improvements and community programs.

The event is also a major boon to the region. An economic impact study in 2019 showed the Fair produced a \$237 million economic impact for the region. The Fair directly hires about 1,200 temporary employees to help produce the Fair – in addition to a year-round, full-time staff of more than 80 employees — and supports jobs created by vendors, contractors, sponsors, suppliers. The District is also a significant source of sales tax revenue for the City of Del Mar, the County of San Diego, and the State of California.

The Fair is a mosaic of San Diego County’s culture. And while our guests primarily derive from San Diego County, we also show off the best of our region to visitors from across Southern California and Baja California — as well as thousands from around the United States — who make the trip to the Fairgrounds for the annual Fair.



MINIMUM QUALIFICATIONS

The District is a state institution and follows the state hiring process. Thus, candidates must meet the state minimum qualifications to advance to the next phase. This information can be found on the CalCareers website: <https://www.calhr.ca.gov/state-hr-professionals/pages/7500.aspx>

APPLICATION & SELECTION PROCESS

To be considered for this exceptional career opportunity, please apply online at <https://calcareers.ca.gov/CalHrPublic/Jobs/JobPosting.aspx?JobControlId=463413>.

Final filing date: May 12, 2025

IMPORTANT: Your submission must include a current State Employment Application (either electronic through CalCareers.ca.gov or STD Form 678), resume, degree and/or school transcripts, and Statement of Qualifications that demonstrate how your education, training, experience, and skills meet the minimum and desirable qualifications. The Statement of Qualifications also measures your ability to present written information clearly and concisely. More information can be found in the job posting link above.

Applications will be reviewed, screened, and evaluated based on the criteria and information outlined in the job posting.

Candidates selected for the final phase of the selection process will be required to submit five (5) personal and five (5) business references. Candidate references will be contacted by the District to assess fit for the position and organization.

The 22nd District Agricultural Association is an Equal Employment Opportunity Employer. Women, minorities, and persons with disabilities are encouraged to apply.

For additional information about this position, please contact:



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To Learn More about the District, visit: DelMarFairgrounds.com
To Learn More about the Fair, visit: SDFair.com