

# Chief Administrative Officer

**32nd District Agricultural Association/  
OC Fair & Event Center**

## About Us

***Mission Statement:  
Celebrating Orange County's  
Communities, Interests, Agriculture and Heritage***

The 32<sup>nd</sup> District Agricultural Association, also known as the OC Fair & Event Center (OCFEC) is a state agency under jurisdiction of the California Department of Food & Agriculture. The governing authority is a nine-member Board of Directors.

OCFEC is located in Costa Mesa, California on 130 acres that include educational assets like Centennial Farm and Heroes Hall. With an annual budget of \$50 + million, the organization produces a STEAM education event, Imaginology and the highly-anticipated OC Fair each year. The OC Fair is one of the top ten Fairs in the nation and top three in California. In addition to the annual OC Fair, promoters host over 150 year-round events on our beautiful grounds.

The organization employs approximately 100 full-time civil service employees and 250 part-time, temporary employees on a year-round basis. The organization also employs approximately 1,400 part-time staff members at fair time.

Core Values:

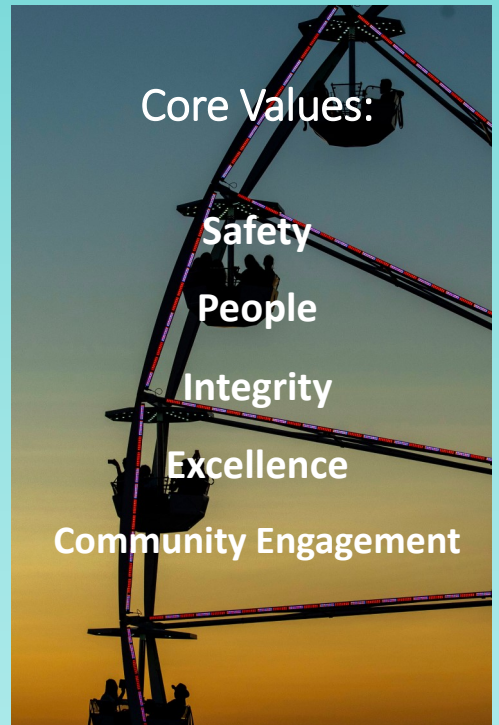
Safety

People

Integrity

Excellence

Community Engagement





## Position: Chief Administrative Officer (CAO)

### Reports to:

Chief Executive Officer

### Direct Reports:

Director, Finance

Director, Human Resources

Director, Admissions

Supervisor, Technology



**Position Purpose:** Serves as a member of the OCFEC's Executive Management Team to provide strategic direction by working with executive management and the Board of Directors to establish long-range goals, strategies, plans and policies. Provides leadership to guide the OCFEC's administrative functions in support of the OCFEC's mission, vision, operational core values and strategic priorities. Responsible for Finance, Accounting, Business Services, Human Resources, Admissions and Technology functions.



## Essential Functions:

- Initiate, recommend and implement policies for the organization's administrative functions
- Serve as a chief advisor to the CEO on organization-wide policy issues
- Guide and influence long-term and strategic decision making as a member of the Executive Management Team
- Guide the development of the vision and strategy for the organization, and ensure implementation of organizational vision and goals in the administrative departments, in support of the OCFEC's mission
- Initiate development, communication and implementation of effective growth strategies for the organization in order to ensure long term success and financial strength
- Exercise full management responsibility and oversight for the OCFEC's administrative functions, which include Accounting, Financial Planning and Analysis, Cash Operations, Purchasing, Contracts, Risk Management, Asset Management, Human Resources, Admissions, Ticket Sales and Technology, and hold responsibility for the operational efficiencies of the organization
- Advise others in the organization on administrative or operational issues
- Foster accountability by setting clear goals and expectations, and monitoring progress
- Oversee departments that report to CAO by providing ethical executive leadership and counsel
- Lead with a strong people-centered approach to motivate staff, influence change and solve workplace conflicts
- Maximize employee development by communicating clear objectives, monitoring performance, and coaching and counseling as needed
- Establish and monitor proper operational and financial controls to ensure proper stewardship of assets
- Continuously improve efficiency by facilitating ongoing review and enhancement of operating processes and procedures
- Provide timely, accurate and complete reports to the Executive Management Team and the Board of Directors on the financial and administrative functions of the organization
- Clearly present financial reports and other information to the Board of Directors
- Act for the CEO during his/her absence, along with other members of the Executive Management Team



## Desired Qualifications:

- Advanced degree in Accounting, Finance, Business Administration or related field, or equivalent education and experience
- 10+ years of Finance experience, including at least 7 years in a general administrative managerial role, overseeing functions such as Human Resources, Information Technology, Purchasing, Contracts or Event Ticketing
- Proven performance in accounting, financial reporting, payroll, budget development and management, and effective internal controls for a complex organization with at least \$30M annual revenue
- Proven leadership skills with the ability to inspire and motivate others to achieve
- Demonstrated focus on continuous process improvement
- Working knowledge of GAAP and other regulatory standards
- Excellent written and verbal communication skills, with the ability to effectively convey technical information
- Demonstrated decision-making skill using sound judgment
- Advanced Excel skills essential; working knowledge of Word, PowerPoint and Outlook

## Special Qualifications:

- Ability to work outside the normal business day/week as demanded by events and programs
- Occasional overnight travel may be required





## Candidate Profile:

- Thorough knowledge of and experience in financial accounting, including financial statement construction
- Extensive experience in accounting and finance, with cross-functional experience in other functions including human resources, information technology, purchasing, contracts, event ticketing, high-volume cash processing, high-volume credit card processing
- A people-centered leader who seeks input and works to build buy-in from stakeholders
- Hands-on leader that develops effective financial controls and monitors their function
- Proficient with enterprise business systems, particularly accounting software and report writing programs
- Skilled in project management (e.g. people, process and technology) to achieve successful results. Gives credit to the team for good results
- Excellent written and verbal communication skills, including public speaking and presentation skills to address groups of all sizes and makeups
- Demonstrates the ability to develop and foster a cross-functional work relationship between direct-report departments and other departments within the organization
- Able to effectively balance the necessity of employing best business practices to manage and grow the business against the constraints imposed as a state agency
- A leader that embraces the need for continual evaluation of organizational processes and takes initiative to implement appropriate process improvements
- A leader that understands problems, thinks critically, considers alternatives and devises solutions. Uses sound judgment and effective monitoring, to guide team
- A leader that develops employees, provides clear feedback and drives productivity
- A good listener who leads with integrity, by positive example and exhibits fairness as well as respect toward others
- Values transparency, honesty, openness and inclusiveness



## Preferences:

- Bachelor's Degree in Business Administration, Accounting, or Finance. MBA or CPA certification
- Fairs/Festivals, Entertainment/Amusement experience
- Government experience with a revenue generation focus
- Ticket selling and high volume cash processing experience



## Compensation and Benefits:

**Salary:** \$8,960- \$10,175 monthly base salary, plus a 20% recruitment and retention differential, and a \$500 monthly car allowance. Total monthly salary of \$11,252 - \$12,710.

## Excellent Benefits Package Including:

- CalPERS public pension plan
- Health, dental and vision coverage
- Vacation/Sick or Annual leave
- Life insurance
- 12 paid holidays
- Deferred compensation plan
- Long-term disability
- Group legal coverage



## Application & Selection Process:

The position will remain open until filled. To be considered please submit the following:

- Resume identifying years and months of positions held, responsibilities, number of direct reports, size of staff reporting to direct reports, professional development and education.
- Mail or fax your [State Employment Application Form](#) (STD 678). Alternatively, you can submit your application online via [CalCareers](#).

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 OC FEC to assess fit for the position and the organization.



## Application Information:



### Forward Application Package To:

Bianca Kulback

Human Resources Director

[bkulback@ocfair.com](mailto:bkulback@ocfair.com)

(714) 708-1563

OCFEC is a state agency, and follows the state examination process. Thus, candidates must meet the state minimum qualifications to advance to the next phase. This information can be found on the [CalCareers](#) Job Posting: Deputy Secretary-Manager (Chief Administrative Officer). Applications will be reviewed, screened and evaluated based on the criteria and information outlined in the Job Posting: Deputy Secretary-Manager (Chief Administrative Officer).

### If you have questions regarding the position or the need for additional information please contact:

The Human Resources Department

[humanresources@ocfair.com](mailto:humanresources@ocfair.com)

(714) 708-1563 Office

(714) 708-1936 Fax