

TO ALL PERSONS INTERESTED IN THE POSITION OF:

Chief Executive Officer, 23rd District Agricultural Association  
Antioch, California

The 23rd District Agricultural Association in Contra Costa County is accepting applications for its Chief Executive Officer. The ideal candidate will have demonstrated knowledge and experience in developing and managing budgets, maintaining sound fiscal policy, day to day record keeping including payroll, and preparation of board and government required reports; planning, organizational restructuring and business development; fundraising, grant and sponsorship development; recruiting, training and supervising employees and volunteers; producing and directing community relevant programs, entertainment activities and special events; developing and implementing marketing plans and strategies; and be knowledgeable in the areas of purchasing, facility maintenance, public relations contracting, and technology. The candidate must have the ability to work cooperatively and communicate effectively with staff and volunteers, the board of directors, government agencies, local businesses, media and the community. Deadline for submittal of application documents is February 15, 2012. Requests for application and position information may be obtained by writing: CEO Selection Process, 23rd District Agricultural Association, 1201 W. 10th Street, Antioch, CA 94509.