



Job Description | Duty Statement

22nd District Agricultural Association

Classification Title / Code: Career Executive Assignment, Level A / 7500	
Working Title: Chief Administrative Officer	
Department: Administration	Reports To: Chief Executive Officer
Supervision Exercised: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Time Base: <input checked="" type="checkbox"/> Full Time
Location: <input checked="" type="checkbox"/> On Site <input type="checkbox"/> Hybrid <input type="checkbox"/> Remote	

Position Description

Under the general direction of the Chief Executive Officer (CEO), the Chief Administrative Officer (CAO) is responsible for daily administrative functions, providing input for strategic planning, collaborating on policy development and implementation, and serving a critical role in driving organizational performance of the 22nd District Agricultural Association (District) which produces the annual San Diego County Fair. The CAO oversees resource allocation and ensures smooth business service operations such as administration, accounting and finance, human resources, and risk management.

As a member of the Executive Leadership Team, the CAO works collaboratively with the Chief Operations Officer and Chief Communications Officer and reports directly to the CEO. The CAO consults with and advises on policies and programs and employee understanding and engagement on business priorities and key initiatives aligned with District’s vision, strategy, and production of the Fair.

The CAO manages various business service contracts including food and beverage, horse racing, and equestrian center operations and serves as District’s project manager for all capital infrastructure investments. Additionally, the CAO identifies risks, resolves issues that may arise, and ensures timely reporting to the CEO or regulatory entities, and may assist in other tasks.

Essential Job Functions

Employee must be able to perform the following functions with or without reasonable accommodation. Consideration of reasonable accommodation for qualified individuals with disability may be made, provided that doing so does not impose an undue hardship.

30%	<p>Business Services Support</p> <ul style="list-style-type: none"> As a member of the Executive Leadership Team, guides and influences long-term and strategic decision making within the broadest scope, participating in key policy development and operational decisions. Advises the Executive Leadership Team on a wide range of administrative matters impacting strategic planning and resource allocation. Exercises full management responsibility for administrative functions, policy management, and business services and is accountable for the operational efficiencies of District. Develops business management goals and objectives that tend to growth, prosperity, and maximum productivity while mitigating risk utilizing knowledge of business and management principles involved in formulating strategic plans, resource allocation, and leadership technique.
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	<ul style="list-style-type: none"> • Evaluates the overall business performance of District against its objectives regularly and systematically, determining areas of potential risk, cost reduction, program improvement, or policy change, and reports these results to the CEO. • Stewards customer service, accountability, transparency, sustainability, policy, compliance, risk mitigation, and solid business acumen. • Ensures that District activities and operations are carried out in compliance with local, State, and Federal regulations and laws governing business operations. • Performs complex financial and operational analyses to support short-term and long-term strategic plans and operating budgets. • Creates and delivers presentations. • Plans and implements capital investment projects including environmental planning and interacts with professional consultants regarding land planning, environmental issues, designs, and financing. • Monitors progress and resolves issues with capital construction projects, dealing with project architects and engineers on assigned projects. • Conducts new project feasibility analysis. • Responsible for budget development, implementation, and execution for all key operational areas of responsibility. • Meets budgetary objectives and adjusts to project constraints based on financial analysis. • Works directly with the Executive Leadership Team to provide budget, project, and asset management and analysis using excellent verbal and written communication, presentation, and leadership skills. • Communicates effectively to the CEO regarding monthly and quarterly actual to forecast analyses, business trends, and organizational performance. • Ensures that District has adequate and suitable resources to complete its activities (e.g., people, material, equipment). • Manages and oversees the contracts for horse racing, food and beverage, and equestrian center operations. • Procures and administers insurance programs for District and works with agents, brokers, and attorneys on ongoing claims. • Stays abreast of trends and innovations relating to District operations.
30%	<p>Organizational Development and Leadership</p> <ul style="list-style-type: none"> • Plays a key role in building and maintaining a dynamic team culture where employees are engaged and find long-term success by exhibiting objectivity and openness. • Provides guidance to team members by establishing, monitoring, and enforcing policies and procedures, budget implementations, and collaboration across departments and functions. • Fosters an inclusive environment and encourages and facilitates the sharing of information and ideas, balances team and individual responsibilities, and works actively to resolve conflicts to ensure cooperation. • Creates an open and transparent environment for the exchange of information through strong written, verbal, and listening skills. • Coaches, mentors, and develops team members and empowers others through a sense of shared ownership and decision-making. • Leads by example. • Participates in programs and activities that promote workplace diversity, success, and fun, recognizes the efforts and accomplishments of others, and creates a positive work environment.

	<ul style="list-style-type: none"> • Exhibits personal credibility through consistently upholding District and personal values of decisiveness, honesty, integrity, and good judgment. • Fosters a team environment through support and recognition of teams and team members by connecting employees to the work, constructively evaluating performance, and celebrating success. • Motivates others to commit to the mission, purpose, and vision of District by challenging individuals and teams to achieve professional goals and objectives. • Hires and carries out administrative responsibilities to promote Equal Employment Opportunity (EEO), Americans with Disabilities Act (ADA), and other personnel practices and policies to maintain a work environment that is free of discrimination, harassment, retaliation, and unprofessional conduct utilizing knowledge of laws, rules, regulations, policies, procedures, training, and communication skills.
20%	<p>Policy and Program Administration</p> <ul style="list-style-type: none"> • Establishes operating policies and ensures execution consistent with the CEO and the Board of Directors' short and long-term broad policies, objectives, and planned initiatives. • Directs, administers, coordinates, and provides budget oversight of the overall financial plans of District in support of executive direction, policies, goals, and objectives. • Provides policy direction through review and analysis of proposed legislation and regulations affecting programmatic and administrative functions. • Independently gathers information from a variety of sources to analyze, interpret, and summarize to deliver insights. • Develops and administers procedures and controls to promote communication and adequate information flow within District. • Analyzes complex problems, identifies and reviews related information to develop and evaluate effective courses of action and implements solutions. • Develops and implements new policies and programs for ensuring environmental and regulatory compliance amongst the multiple District departments with external governmental and regulatory entities. • Develops and implements best management practices. • Directs maintenance of working and official files. • Oversees Americans with Disabilities Act (ADA) compliance and response to complaints. • Develops and implements a system for escalating regulatory and insurance reports as well as legislative and policy updates to the CEO, including a reporting back process.
15%	<p>Liaison and Representative Responsibilities</p> <ul style="list-style-type: none"> • Serves as the primary liaison with the Attorney General's Office and outside counsel on legal matters involving District operations, including lawsuits, compliance issues, and contract terms. • Serves as a liaison and is responsible for establishing and maintaining cooperative working relationships with government agencies, the public, business associates, vendors, and partners exhibiting professionalism and diplomacy. • Negotiates and resolves sensitive, significant, and controversial issues. • Professionally represents District at events, conferences, and conventions.

Marginal Job Functions

5%	Other Related Responsibilities: <ul style="list-style-type: none">• Acts for the CEO in their absence, along with other members of the Executive Leadership Team as needed.• Attends and participates in professional group meetings on behalf of District.• Responds to emergencies during off-duty hours to address critical issues and operational requirements.• Serves as a Skelly Officer, if needed, involving personnel administration requiring legal requirements and principles applicable to the State's disciplinary, probationary period, medical, and without fault action process.
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Typical Working Conditions

Work is primarily performed in a standard office environment with artificial light and climate control. While performing this job, the employee is frequently required to sit, talk, and hear. The employee is occasionally required to walk, use hands and fingers to operate standard office equipment, push and pull file drawers, and move bank boxes up to 25 pounds. At times, work activities can involve walking and standing on foot for long periods. Work activities also require the employee to read, write, and speak English at a level required for successful job performance.

Attendance, Conduct, and Performance Expectations

This position requires the incumbent to maintain acceptable, consistent, and regular attendance at the job site at such level as is determined at the District's sole discretion; work cooperatively with the team members and others and meet performance expectations to enable the District to provide the highest level of service possible; communicate effectively (orally and in writing if both appropriate) in dealing with the public, employees, and others; develop and maintain knowledge and skills related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and adhere to District policies and procedures regarding attendance, leave, and conduct. Must be regularly available and willing to work the hours determined necessary or desirable to meet its business needs.

Duties of this position are subject to change and may be revised as needed or required.