



## 20<sup>th</sup> District Agricultural Association Gold Country Fairgrounds & Events Center

### **Job Description – Administrative & Fair Operations Coordinator [Temporary]**

The Gold Country Fairgrounds and Event Center is currently hiring an Administrative & Fair Operations Coordinator [Temporary].

The Administrative & Fair Operations Coordinator provides essential administrative support to the Chief Executive Officer and Board of Directors, while also managing key aspects of fair operations, including livestock-related deadlines. This position ensures timely and accurate preparation of board materials, maintains meeting records, coordinates fairtime operational requirements, and collaborates with multiple departments to support planning and execution of the annual fair and interim events.

#### **Key Responsibilities:**

##### **CEO & Board Support:**

- Prepare and distribute board meeting packets, agendas, and supporting materials.
- Record, transcribe, and maintain accurate board and committee meeting minutes.
- Schedule board meetings, committee meetings, and other CEO-related appointments, in accordance with Bagley-Keene Opening Meeting Laws.
- Maintain official governance records and track board action items and follow-ups.
- Serve as a liaison between the CEO, Board members, and internal teams.
- Support administrative needs of the CEO, including correspondence and scheduling.

##### **Fair Operations & Livestock Department Oversight:**

- Monitor livestock-related deadlines and ensure timely submission of entries, documentation, and compliance materials.
- Maintain accurate records of livestock entries, permits, and related compliance documents.
- Oversee standard fair contracts, including but not limited to entertainment agreements, vendor/promoter invoices, and scheduling of performances or activities.
- Coordinate with exhibitors, vendors, and internal departments to facilitate smooth fair operations.

##### **Cross-Departmental Collaboration & Fair Planning:**

- Participate in fair planning meetings and contribute to operational readiness.
- Collaborate with operations, facilities, marketing, finance, public safety, and guest services teams to ensure coordinated execution of fair activities.
- Track fair-related deliverables and deadlines to support smooth operations.
- Assist with logistics, vendor coordination, and problem-solving during fair events.

### **Miscellaneous Duties:**

- Support cross-departmental administrative and operational needs to facilitate alignment across teams.
- Assist with special projects related to interim events, fairs, and organizational priorities.
- Maintain and update procedural documentation and process improvements for administrative and fair operations.
- Perform other duties as assigned to support the successful planning, coordination, and execution of interim events and the annual fair.

### **Qualifications:**

- Strong organizational skills with high attention to detail.
- Ability to manage multiple priorities in a fast-paced environment.
- Excellent written and verbal communication skills.
- Proficiency in Microsoft Office and database/records management systems.
- Ability to work long hours during peak event days, including weekends.

### **Position Specifications:**

- Hourly (non-union)
- Limited to 125 days or 1,000 hours, whichever comes first
- Timesheet is required; signed by CEO
- Hourly rate: \$25/hour – Temporary Position



20th District Agricultural Association  
Gold Country Fairgrounds & Event Center

**EMPLOYMENT APPLICATION**

**APPLICANT INFORMATION**

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_ *City State Zip Code*

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Position Applying For: \_\_\_\_\_

Date Available: \_\_\_\_\_ Position Applied for: \_\_\_\_\_

Are you 18 years old or older? Yes  No

Do you have a valid CA Driver's License? Yes  No

Can you provide the required proof of your eligibility to work? Yes  No

Are you a High School Graduate? Yes  No

Are you available to work Sept. 10-13, 2026? Yes  No

Indicate any dates that you cannot work: \_\_\_\_\_

**PREVIOUS EMPLOYMENT**

Employer Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Job Title: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact this employer? Yes  No

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Employer Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Job Title: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact this employer? Yes  No

**PERSONAL REFERENCES**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**APPLICANT SIGNATURE**

*I certify that my answers are true and complete to the best of my knowledge.*

*If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**To apply, please email the completed application to [info@goldcountryfair.com](mailto:info@goldcountryfair.com) OR drop it off at the main office 9 am – 4 pm M-F.**