

CALIFORNIA DEPARTMENT OF FOOD AND AGRICULTURE
7th DISTRICT AGRICULTURAL ASSOCIATION
MONTEREY COUNTY FAIR
ASSISTANT SATELLITE FACILITY SUPERVISOR, DISTRICT FAIRS
DUTY STATEMENT

I. PROGRAM/POSITION IDENTIFICATION

The 7th District Agricultural Association strives to produce the Monterey County Fair and is a 22 acre facility that operates as a multi-purpose, multi-functional, year-round facility accommodating a variety of interim events along with a satellite wagering facility.

Under the direction of the CEO, the incumbent is responsible for managing, organizing, and supervising personnel in the overall maintenance and operations of a Class IV Fair with an annual budget of approximately two million dollars.

As a leader in State government, the incumbent is responsible to develop and inspire their workforce and deliver great results for Californians and CDFA. The incumbent must set a clear vision to achieve productive results by developing plans to meet goals, leverage staff skills, and solve problems; build collaborative relationships and foster an inclusive environment for consensus-building and decision-making; coach, guide, train, instruct, and develop team members; empower staff through a sense of shared ownership and decision-making; create an open and transparent environment for the exchange of information; foster a team environment through the support and recognition of team members; promote customer service and accountability; motivate loyalty to the Department's mission and commitment to drive continuous improvement for better results. The incumbent must inspire personal credibility through authenticity, confidence, consistency, courage, decisiveness, generosity, honesty, integrity, and judgment.

Classification:	Assistant Satellite Facility Supervisor
Working Title:	Assistant Satellite Facility Supervisor
License or Other Requirement:	CHRB LICENSE
Position Number:	014-000-9024-999
Location:	Monterey
Date Prepared:	January, 2024
Work Hours/Shift:	Required to work shifts other than 8 a.m. – 5 p.m. and on weekends and holidays or hours vary; 40 hours per week

II. ESSENTIAL AND NON-ESSENTIAL JOB FUNCTIONS

ESSENTIAL FUNCTIONS:

Function #1 – Supervision of Satellite Facility

60%

- Enforce laws and rules related to satellite wagering
- Open and close facility daily; managing daily track signals
- Prepare official daily minutes of the satellite operation
- Manage all financial aspects of the facility; balancing cash admissions daily along with sales of programs and forms
- Responsible for all aspects of financial record keeping and reporting
- Resolve problems and questions of patrons relating to racing and wagering operations
- Promote and direct preparations for use of the facilities by interim users
- Ensure facilities are maintained in accordance with Health and Safety Codes and ensure maintenance or repair to facilities are completed
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Function #2 - Management Oversight

25%

- Hire, train and supervise employees.
- Oversee performance of licensed parimutuel staff
- Oversee performance of kitchen staff and daily operations for food and beverage
- Interpret and apply provisions of labor agreements
- Investigate and resolve employees' and contractors discipline and other problems
- Develop work schedules and facility schedules for contractors

Function #3 - Marketing and Promotions

10%

- Make appearances to promote the satellite horse wagering operation
- Manage social media and marketing budgets

Classification: Assistant Satellite Facility Supervisor

Position Number: 014-000-9024-999

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NON-ESSENTIAL FUNCTIONS:

5%

Function # 6 - Miscellaneous

- Perform other job-related duties as required.

III. WORK ENVIRONMENT

The duties of this position are primarily indoors managing the satellite facility. The employee is required to operate various audio/visual equipment while performing duties.

IV. Employee's Statement

Initial applicable statement

_____ I have read and understand the duties and essential functions of the position. I understand Reasonable Accommodation¹ and how it applies to essential functions. I can perform the duties of this job without Reasonable Accommodation.

OR

_____ I have read and understand the duties and essential functions of the position. I understand Reasonable Accommodation¹ and how it applies to essential functions. I will need Reasonable Accommodation to perform one or more of the essential functions described in this duty statement.

Employee Signature² Date

Supervisor Signature Date

¹ A reasonable accommodation is an adjustment or modification to a job or workplace that allows qualified employees or prospective employees to perform the essential functions of the job successfully.

² Duties of this position are subject to change and may be revised as needed or required. If/when duties change you will be provided a revised duty statement to sign.