



Placer County Farm Bureau

Executive Director

Job Description

Placer County Farm Bureau (PCFB) is looking to hire a motivated individual that will help serve as the main contact for PCFB as Executive Director. The individual will oversee building membership by seeking out new members and maintaining relationship with current members. The employee will also oversee planning and executing events for Placer County Farm Bureau, including the Harvest Hoedown, Annual Meeting and any other events.

To Apply: Please submit a resume and cover letter to director@placercfb.com by March 1st 2020.

General Description: The Executive Director is responsible for the management of the Placer County Farm Bureau office and representing the organization at events and meeting throughout the county.

Office Hours: The employee is to have set office hour for 20 hours minimum per week. The office hours may exceed the 20 hours, if the employee/ determines time is better spent in the office. The employee must attend all Board meetings, which occur on the 1st Tuesday of every month.

Proposed Office Hours:

Monday to Thursday 10 AM to 4 PM

*closed 12 PM to 1 PM

Or by Appointment

Required Hours Outside of Office: These are possible required meetings/events outside of office hours. The employee should coordinate with president and/or executive team to determine what meetings to attend. If unable to attend, notification must be given to the president one week in advance.

Examples include:

- Placer County Fair Junior Livestock Auction
- Gold Country Fair Junior Livestock Auction
- Ag Commissioners Meetings
- Other meetings/events can include; any local water, land, and other agriculture related meetings, farmers markets to promote membership, 4-H and FFA events/meetings/banquets, and members events/meeting where PCFB presence is needed

Absence from the office: If the office is to not be open during a given week. Notice must be given to the members through social media, answering machine, and/or on the office door.

Time Off: In the instance that the employee needs time off. The employee has two options:

- Give notice to the President/board of dates requested off

- Notify President/board of dates that employee will be working from home
 - The executive director will be available during office hours on the cell phone.
 - Hours will be tracked based on time spent on work related items (phone calls, planning, etc.)

Wages: The employee will be paid \$18 per hour to start. There is a minimum guarantee of 20 hour per week. The weekly hours will change based on number of activities, meetings, events, etc. that week.

Purchasing: All purchases must be approved by the board president. This excludes pre-approved bills and other payments.

Duties include, but are not limited to:

- Assist in planning all types of events, meetings, etc. with all board of directors
- Collect mail
- Pay bills
- File all paperwork
 - Minutes and agendas
 - Bank statements
 - Paid bills and deposit
 - Membership documents
 - Other
- Check and respond to emails
- Monitor membership and call/email to receive renewals
- Plan for Farm News
 - Collect articles
 - Secure advertisements
 - Distribute News
- Plan Annual Hoedown
 - Coordinate food, auctioneer, and drinks
 - Obtain sponsors and donations
- Plan Annual Dinner
- Assist Board in preparing for meetings and events
- Design and update website
- Maintain active status of social media accounts.
- Prepare all materials for monthly board meeting and committee meetings
 - Agenda
 - Minutes
 - Drinks and/or snacks
 - Guest speakers
 - Miscellaneous materials
- Collect and deposit rent from Placer County Farm Supply for Ophir Property
- Attend all Farm Bureau events
- Attend community meetings pertaining to agriculture

- Examples: Agricultural commissioner's meeting, water, CDFA, Placer County, etc.
- Attend both county fairs' junior livestock auctions
- Attend events in the community to promote membership
 - Example FFA/4-H events, Tahoe Cattlemen's Association, Placer-Nevada Cattle Women Association, etc.
- Promote the Placer County Farm Bureau by being an ambassador
- Other duties as assigned by the Placer County Farm Bureau Board of Directors