

MARIN COUNTY OFFICE OF EDUCATION CLASSIFIED POSITION DESCRIPTION

MANAGER WALKER CREEK RANCH

DEFINITION:

Under general direction, has overall responsibility for the management and development of program activities and facilities at the Walker Creek Ranch Outdoor Education/Conference Center, hereafter referred to as the Ranch.

THE POSITION:

The manager plans, organizes, and coordinates the administration of Ranch services and operations and to that end develops and implements program goals, objectives, policies, and procedures. This class is distinguished from other classes serving the Marin County Office of Education by living conditions being an integral part of the working conditions and by the nature of the work being specific to the Ranch.

DUTIES AND RESPONSIBILITIES:

Essential duties may include, but are not limited to, the following:

1. Directs management of Ranch activities and facilities.
2. Develops, controls, administers and monitors the Ranch budget and the overall cost accounting and revenue projection and related activities.
3. Develops and maintains close working relationships with numerous Federal, State and local agencies and other entities sharing same or similar land use, conservation, and management goals.
4. Engages in long-term planning for the Ranch such as major and minor capital improvements and works toward completion of such projects.
5. Develops creative approaches to achieving the Ranch's goals and objectives.
6. Identifies business potential and other revenue producing activities for inclusion in the Ranch's operation.
7. Supervises and evaluates all classified personnel and provides technical support to certificated staff.

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8. Exercises overall responsibility, within policy constraints, for the selection of permanent and seasonal personnel for the Ranch; provides employee counseling and evaluation; approves requests for leaves of any kind.
9. Determines and approves the need for personnel, material, and facility needs for the entire Ranch within limitations of budget and policy.
10. Oversees the Ranch's effort in maintaining a safe and healthful working environment including the interpretation of and adherence to Federal, State and local requirements.
11. Plans, develops, and maintains good lessee relationships, including negotiations and communication.
12. Under administrative direction, performs special projects and other assignments.
13. Performs other duties as assigned requiring approximately the same skills, knowledge, efforts, and responsibilities as those items listed here.

MINIMUM QUALIFICATIONS

TRAINING, EDUCATION AND EXPERIENCE:

Any combination of training and experience which demonstrates the possession of the stated knowledge and abilities. A typical qualifying background is prior top echelon managerial experience in a setting akin to the Ranch of not less than three years, and a Bachelor's Degree in business finance or equivalent. Additional qualifying work experience can be substituted for the latter on a year for year basis. Must possess and maintain non-restricted valid California driver's license at all times.

KNOWLEDGE AND ABILITIES:

Knowledge of: Appropriate laws, codes, regulations, ordinances, and other requirements governing the Ranch; current research and data in environmental field as it pertains to the Ranch in general and the outdoor education field specifically; principles of camp and conference facility maintenance and operation; utility use and conservation techniques; personnel leadership; safety principles; requirements of Public Work Contracts.

Ability to: Interpret laws, codes, regulations, ordinances, and other requirements; apply specialized knowledge in assigned setting; communicate in critical situations orally, in writing, with business, education, and community leaders, staff, and the public at large; prepare, monitor, and maintain complex budget; interact with students and adults in a cooperative and positive atmosphere while engaged in work and at leisure in a rustic setting; develop and maintain cooperative relationships with neighbors of Walker Creek Ranch; effectively supervise, evaluate, and lead subordinates; operate motor vehicle in rural environment.

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