

**MARIN COUNTY OFFICE OF EDUCATION**  
**CLASSIFIED POSITION DESCRIPTION**  
**ASSISTANT RANCH MANAGER**  
**WALKER CREEK RANCH**

**DEFINITION:**

Under general direction, assists Ranch Manager with 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 Assistant Ranch Manager assists the Ranch Manager in planning, organizing, and coordinating the administration of Ranch services and operations and to that end assists in the development and implementation of program goals, objectives, policies, and procedures; and acts in lieu of the Ranch Manager if the Ranch Manager is not present. 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. Assists Ranch Manager in direction and management of Ranch activities and facilities.
2. Assists in the development, control, administration and monitoring of the Ranch budget and the overall cost accounting and revenue projection and related activities.
3. Assists in the development and maintenance of close working relationships with numerous Federal, State and local agencies and other entities sharing same or similar land use, conservation, and management goals.
4. Assists in engaging in long-term planning for the Ranch such as major and minor capital improvements and works toward completion of such projects.
5. Assists in the development of creative approaches to achieving the Ranch's goals and objectives.
6. Assists in the development of business potential and other revenue producing activities for inclusion in the Ranch's operation.
7. Supervises and evaluates classified personnel and provides technical support to certificated staff.
8. Assists Ranch Manager in exercising 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. Assists in determining and approval of the need for personnel, material, and facility needs for the entire Ranch within limitations of budget and policy.
10. Assists in overseeing 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. Assists in planning, developing, and maintaining good lessee relationships, including negotiations and communication.
12. Assists Ranch Manager in planning, scheduling and carrying out construction related projects and capital improvements on Ranch infrastructure, including building, roads and critical systems.
13. Under administrative direction of Ranch Manager, performs special projects and other assignments.
14. 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.

#### **Desirable Training/ Education**

Valid California Administrative Services Credential and/or Teaching Credential; Emergency Medical Technician or Wilderness First Responder certification, D-1 Water Distribution and Waste Water Treatment Operator certifications; or willingness and ability to obtain these certifications/ credentials.

### **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.