



Job Description

Marin County Office of Education

Conference Manager - Walker Creek Ranch

Diversity, Equity, Inclusion, and Belonging (DEIB) Vision Statement:

At Marin County Office of Education, we commit to being inclusive, anti-racist, and culturally proficient.

Purpose Statement

The job of Conference Manager - Walker Creek Ranch is done for the purpose/s of planning and scheduling conferencing; monitoring conference operations; designing, preparing, and distributing informational/promotional materials; maintaining and coordinating the conference and facility use calendar; preparing and maintaining files, financial records, and reports; procuring, monitoring, and maintaining adequate inventories; overseeing and coordinating the processes of food preparation and serving, provision of guest catering needs, and guest/meeting room preparation and set-up; supervising assigned staff; coordinating vendor activities; ensuring facility security; and performing guest room and cabin inspections.

This Job reports to Assigned Supervisor

Essential Functions

- Coordinates vendor activities for the purpose of providing conference users' access to special equipment.
- Designs, prepares, and distributes informational materials for the purpose of promoting and marketing to public and private parties the use and services available at the Walker Creek Ranch conferencing facilities.
- Enforces facility rules tactfully for the purpose of ensuring the facility is secure from intrusion and ensuring the safety and welfare of guests and staff.
- Maintains the conference calendar and coordinates with the facility maintenance calendar for the purpose of coordinating the scheduling and use of facilities and ensuring on-going maintenance and upkeep of facilities.
- Oversees and coordinates the processes of food preparation, the transportation and serving of food and beverage items, provision of guest catering needs, and guest/meeting room preparation and set-up for the purpose of interacting with guests during conference activities, meeting projected meal quantities and meeting individual special needs of guests, ensuring appealing and functional room presentation, meeting specialized conferencing requests, and compliance with mandated public health and safety standards and regulations.
- Participates in, or facilitates, department meetings, in-service training, and workshops for the purpose of conveying and/or gathering information required to perform job functions.
- Performs guest room and cabin inspections for the purpose of ensuring cleanliness and upkeep of facilities.
- Plans and schedules conferencing and facilities use for the purpose of ensuring ability to meet guest/customer requirements for activities/events.
- Prepares and maintains files, financial records and reports (e.g. cost estimates, final billings, etc.) for the purpose of maintaining accurate documentation and meeting reporting requirements in accordance and compliance with MCOE policies and relevant county, state, and federal regulations.

- Prepares a variety of documentation (e.g. reconciliation reports, cash summary, time sheets, etc.) for the purpose of providing written support, conveying information, and assisting with budget development.
- Procures, monitors, and maintains adequate inventories of food, condiments, equipment, and supplies for the purpose of ensuring availability of items required for meeting projected menu and supplies requirements.
- Responds to inquiries from a variety of entities (e.g. staff, patrons, vendors, etc.) for the purpose of providing information, direction, or referral; describing the capabilities and costs of the conference center; and promoting the use of the Ranch facilities as a conference center.
- Supervises staff as assigned (e.g. orients, trains, evaluates, assigns work schedules, etc.) for the purpose of providing information regarding site operations and activities, maximizing the efficiency of the work force, meeting staffing requirements and/or providing appropriate referrals.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; planning and managing projects; designing, writing marketing and promotional activities; preparing and maintaining accurate records; operating standard office equipment and using pertinent software applications; solving issues effectively; and, planning, organizing, and scheduling an outdoor facility for conferencing.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: principles of conference and meeting planning and scheduling; basic bookkeeping; supervision of staff; methods, materials, and equipment used in maintaining an overnight guest facility; hotel housekeeping and food service practices and procedures; tracking, managing, and procuring food and supplies; inventory control practices; relevant codes, laws, rules, regulations, policies; and, safety principles of living and working in rustic conditions.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing a variety of complex processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of job-related equipment. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; setting priorities; working as part of a team; working with interruptions; working with detailed information/data; adapting to changing work priorities; working with minimal supervision; maintaining confidentiality; establishing and maintaining effective work relationships; and, meeting deadlines and schedules.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a department, large work unit, and/or across several small work units; directing the use of budgeted funds within a work unit. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 30% sitting, 35% walking, 35% standing. The job is performed in a generally hazard free environment.

Experience: Job related experience is required in program management requiring significant marketing expertise and scheduling.

Education: High school diploma or equivalent.

Education (Preferred): Substantial coursework in hotel management and/or related field.

Equivalency: Any combination of training and experience which demonstrates possession of the knowledge and abilities to perform the job functions.

Required Testing

Pre-Employment Proficiency Test

Certificates and Licenses

Food Handlers/ServSafe Certificate
Valid Driver's License & Evidence of Insurability
DMV Pull Notice Enrollment

Continuing Educ. / Training

Mandated Reporter Training Certificate
Maintains Certificates and/or Licenses
First Aide / CPR Training

Clearances

Measles Vaccination
Pre-Employment Fingerprinting
Tuberculosis (TB) Clearance

FLSA Status

Exempt

Approval Date

Salary Grade

Revised Date