



Job Description

Marin County Office of Education

Assistant Director - 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 Assistant Director - Walker Creek Ranch is done for the purpose/s of assisting the Director with planning, organizing, and coordinating the administration of Ranch services and operations; participating in budget development; analyzing program needs; assisting in planning, scheduling, overseeing, and completion of construction-related projects/capital improvements; assisting in supervision and evaluation of staff; identifying program/administrative/operations needs; engaging in long- and short-term planning; implementing policies, procedures, and processes; and, acting on behalf of the Director as directed.

This Job reports to Assigned Supervisor

Essential Functions

- Acts on behalf of the Director as directed for the purpose of maintaining continuity of leadership and representation to staff, guests, and other internal/external entities as required.
- Analyzes program needs (e.g. personnel, materials, facilities, etc.) for the purpose of providing budgetary planning and potential scheduling information for Director's review/approval.
- Assists Director in planning, scheduling, overseeing, and completion of construction-related projects and/or capital improvements on Ranch infrastructure (e.g. buildings, roads, critical systems, etc.) for the purpose of ensuring jobs are completed efficiently and within the scope of work.
- Assists in supervising and evaluating classified staff (e.g. interviewing/recruiting, staff scheduling, employee assignments, etc.) for the purpose of maintaining adequate staffing, enhancing productivity, monitoring performance, providing for professional growth and technical support, providing employee counseling, and ensuring objectives of programs are achieved within budget.
- Assists the Director with planning, organizing, and coordinating the administration of Ranch services and operations (e.g. Ranch activities and facilities management, budget development and monitoring, etc.) for the purpose of developing and implementing program goals, objectives, policies, and procedures.
- Collaborates with Director to identify program/administrative/operations needs, potential areas of growth, and possible income sources for the purpose of developing business potential, revenue producing activities, and additional funding resources for current and/or future goals and objectives.
- Develops and maintains effective working relationships, as directed, with federal, state, and local agencies sharing same or similar land use, conservation, and management goals for the purpose of ensuring current/future negotiations and maintaining effective communication.
- Engages in long- and -short term planning in collaboration with Director for the purpose of forecasting facility requirements, providing information and budgets for capital improvements and related activities and/or projects, and assisting in completion of identified projects.
- Implements a variety of policies, procedures, and processes for the purpose of providing direction and supporting activities in compliance with established standards and achieving expected student outcomes.

- Operates a variety of equipment and program vehicles (e.g. office, projectors, carts, etc.) for the purpose of supporting program operations on site.
- Participates in budget development, control, administration, and monitoring for the purpose of ensuring allocations are accurate, revenues are projected, tracked and recorded, expenses are monitored and within budget limits and/or fiscal practices are followed, and ensuring compliance with local, state and federal regulations.
- Prepares a variety of materials (e.g. quantity reports, student activities, staff and student evaluations, etc.) for the purpose of documenting activities, providing written reference and historical documentation.
- Responds to emergency situations involving site staff, students or conference attendees as needed, including overnight, as scheduled for the purpose of ensuring safe, efficient program operations.

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, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: planning and managing projects; using technology hardware and pertinent software applications; preparing and maintaining accurate records; applying instructional techniques unique to outdoor/environmental instruction; communicating effectively with students and staff; using tact, patience and courtesy; using instructional techniques related to life science, ecology and natural history; and, administering personnel policies.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent codes, policies, regulations and/or laws; conflict resolution; bookkeeping principles; concepts of management and supervision; local, state and federal standards and requirements governing Outdoor Education; and terminology, concepts, methods and procedures involved in coordinating program activities.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a 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; maintaining confidentiality; setting priorities; working as part of a team; working with frequent interruptions; creating a positive school climate for students, staff and community; motivating staff; providing issue resolution; establishing and maintaining cooperative and effective working relationships; directing and teaching others; repairing and maintaining equipment and vehicles; and adapting to changing work priorities.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; directing other persons within a department, large work unit, and/or across several small work units; supervising the use of funds. 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, frequent climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 40% sitting, 30% walking, 30% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

Experience: Job related experience within a specialized field with increasing levels of responsibility is required

in a management position for a minimum of 3 years.

Education: Bachelors degree in job-related area.

Equivalency: Any combination of education, training and/or experience which demonstrates the ability to perform the duties as described. Management experience can be substituted for education year for year.

Required Testing

Pre-Employment Proficiency Test

Certificates and Licenses

Valid California Administrative Services Credential or
Teaching Credential (Desired)
Emergency Medical Technician/Wilderness First
Responder Certificate (Desired)
Valid Driver's License & Evidence of Insurability
DMV Pull Notice Enrollment
D-1 Water Distribution and Waste Water Treatment
Operator Certifications (Desired)

Continuing Educ. / Training

Maintains Certificates and/or Licenses
Mandated Reporter Training Certificate

Clearances

Measles Vaccination
Pre-Employment Fingerprinting
Tuberculosis (TB) Clearance

FLSA Status

Exempt

Approval Date

Salary Grade

Revised Date