



LOS ALAMITOS | a place for all time

RANCHO LOS ALAMITOS HISTORIC RANCH & GARDENS

6400 EAST BIXBY HILL ROAD, LONG BEACH, CALIFORNIA 90815 562.431.3541

www.rancholosalamitos.org

Position Profile: Operations Director

The Organization

Rancho Los Alamitos explores the interaction between people and place, culture and environment, past and present to create a greater understanding of the evolution of Southern California and its place in today's world. We are looking for a dynamic and energetic facilities and operations professional to join our team and help lead the way to the future.

The 7.5-acre historic resource comprises the original ranch house (constructed c. 1800-1933), four acres of nationally significant gardens, a barnyard area with six historic agricultural building and livestock, visitor center, gift shop, and classroom facility. Rancho Los Alamitos is twice listed on the National Register of Historic Places and is a city landmark. The site has been continuously occupied and the land used for more than 1,500 years. The history of the site, as well as the lives of its owners and occupants, make it a perfect metaphor for the Southern California experience. The Rancho Los Alamitos Foundation operates Rancho Los Alamitos Historic Ranch & Gardens in a public-private partnership with the City of Long Beach.

Position Summary

The Operations Director will work as part of a collaborative administrative leadership team tasked to run all aspects of the Rancho, from day-to-day site use to long term site goals. The Operations Director supervises the Facilities team and the Animal Care team. The Operations Director is also responsible for day-to-day HR tasks, compliance, and staff management policies. The Operations Director takes short-, medium- and long-term site and operations goals into consideration with every decision and is excited about creatively and sustainably managing Rancho operations on a tight budget. The Director helps supervise and support a paid staff of 20.

The Rancho is a city asset operated by a private nonprofit foundation. The Operations Director will interact with public officials, board members, stakeholders, consultants, contractors, visitors, and neighbors. Therefore, the successful candidate must be able to negotiate and mitigate any issues that arise with diplomacy, decisiveness, and confidence.

Essential Job Functions

MANAGEMENT, OPERATIONS, AND ADMINISTRATION

- Leads the day-to-day operations of the historic site, working closely with the Facilities & Maintenance Manager, the Education & Engagement staff, and the Earned Income staff to ensure the historic site is appropriately staffed, resourced, and secured for ongoing visitor and staff needs.
- Directs the development and implementation of policies and procedures in compliance with governmental regulations and best practices.
- Oversees the general maintenance and repairs of the historic site facilities and grounds with Facilities & Maintenance Manager and the Historic Site Curator.
- Oversees onsite IT staff and IT consultants.
- Implements and trains staff on emergency preparedness plans and ongoing preventative maintenance programs for security, fire/life safety, and all mechanical systems. Updates, and if necessary, creates Injury & Illness Prevention Plan, Emergency Response & Recovery Plan, and other safety plans.
- Supports the Director of Development in the creation of the site's annual report.

- Works with the Executive Director, Accountant, and Historic Site Curator to see that the organization, its employees, and its property are adequately and responsibly insured.

HUMAN RESOURCES

- Provides support to Executive Director and Senior Management Team to lead, motivate, and develop staff.
- Partners with Human Resources Consultant and Accountant in the administration of relevant disciplines to include talent management, employee relations, employee engagement, employee compensation and benefits, performance management, learning/development opportunities to attract and retain talent.
- Ensures all staff have accurate hours submitted to payroll.
- Ensures the Employee Handbook is kept up to date and keeps employees informed of changes.
- Coordinates annual performance review process and makes recommendations for merit increases to the Executive Director.
- Plans and coordinates regular staff meetings.

FINANCIAL

- Assists the Executive Director in the creation of the annual budget for Board approval.
- Maintains, approves, and facilitates expenditures to stay within the operational budget.
- Reviews and signs agreements, contracts, and checks for expenses which have been approved by the Board through the annual budgeting process and forwards to the Executive Director for final signatures.
- Maintains detailed records of visitation and finances.
- Oversees and provides support for the Gift Shop Manager to ensure purchasing and sales align with annual budget goals.
- Oversees and provides support for the Site Rental Coordinator to ensure site rentals and site use align with annual budget goals and take into consideration the site's mission and fragility of the resource.

PLANNING

- Works closely with the Executive Director and the Board of Directors on long-range planning for the organization, including interpretive plans, emergency plans, strategic plans, and site-wide capital improvement plans.
- Be a thoughtful partner with the Executive Director for the site's strategic vision and work to carry out that vision with the staff.

REQUIRED EXPERIENCE

- Bachelor's or post-graduate degree in Business, History, Museum Studies, Hospitality Management, Nonprofit Management, or related field equivalent to the position (educational requirement can be waived based on extensive experience)
- Five or more years of progressively more responsible experience in operations, with three or more years of supervisory experience, or combination of education and experience commensurate with the requirements of this position
- Demonstrated ability to effect change, meet goals, monitor progress, and take corrective action when necessary
- Ability to provide vision, lead, support, mentor, and engage with the team
- Strong analytical and problem-solving skills
- Commitment to the goals and values of diversity, equity, inclusion, and accessibility.
- Outstanding communication skills, both verbal and written
- Knowledge of current or emerging employment and workplace development trends, processes, and technologies and the ability to draw on professional networks and/or community partners.
- Strong organizational skills and attention to detail with ability to maintain productivity and effectiveness in a fast-changing environment with sometimes conflicting priorities
- Exceptional interpersonal and customer service skills

- A minimum of intermediate software experience. Current systems used by Rancho Los Alamitos are MS Office Suite, Intuit Payroll, Canva, Adobe, and DonorPerfect
- Ability to pass FBI/DOJ background check for working with children
- Current driver's license

PREFERRED EXPERIENCE

- Familiarity with and understanding of the Secretary of the Interior's Standards for Historic Structures and the Secretary of the Interiors Standards for the Treatment of Cultural Landscapes
- Collaborative decision-making

CLASSIFICATION: Salaried, full-time, exempt reporting to the Executive Director.

COMPENSATION

- \$85,00 to \$105,000 annually. Benefits include health care, retirement program, and paid holidays, sick, and vacation.

WORKING CONDITIONS

Position may be required to sit or stand for extended periods, move objects up to 25 pounds, operate office equipment, open and close filing cabinets and boxes, and communicate messages by email, telephone and video conferencing. Ability to work nights and weekends as needed for events, donor meetings and Board meetings. Some hybrid scheduling may be possible, but the Director must be available for necessary donor visits and events.

To apply: Go to <https://www.findaleader.org/rancho-od> and upload your current resume and a specific cover letter identifying your suitability for the position. *Resumes without specific cover letters will not be considered.*

Equal Opportunity:

Rancho Los Alamitos is dedicated to building a culturally diverse and pluralistic team committed to teaching and working in a multicultural environment. We strongly encourage applications from people of color and other groups traditionally under-represented in outdoor education. Rancho Los Alamitos is an equal opportunity employer and is committed to creating a diverse environment. All qualified applicants will receive consideration for employment regardless of race, gender, sexual orientation, immigration status, national origin, disability status, age, or veteran status.