Executive Director, California History Center

BASIC FUNCTION:

Under the direction of an assigned supervisor, plan, develop and oversee the activities and programs of the California History Center (CHC) and California History Center Foundation (CHCF) to assure that missions, goals, programs, and curriculum correlate with the strategic plan of the College and District. Hire, supervise, and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

1. Plan, develop and oversee the activities and programs of the CHC and CHCF to assure that their mission, goals, programs, and curriculum correlate with the strategic plan of the College and District. Manage various programs including an academic history program, research library and archives, history exhibition program, publications in California history, special events, special projects, and other programs as assigned.

2. Develop, coordinate and implement the California Studies program; research and develop new ideas to provide educational opportunities to the community at large; develop and oversee programming in the areas of exhibits, lectures, conferences and publications appropriate to California Studies; develop funding and grant opportunities to support California Studies.

3. Research and develop campus-wide cooperative programs, curriculums and activities with division deans and appropriate faculty; establish and monitor the progress of five-year plan goals and accomplishments.

4. Provide leadership and guidance to the Board of Trustees of the CHCF regarding mission and direction, policy development and fund raising strategies to support the Center’s programs.

5. Develop and manage events to support the CHCF; develop and direct membership and volunteer recruitment strategies; attend and chair Board meetings.

6. Hire, supervise and evaluate the performance of assigned staff including volunteers; hire, oversee independent contractors including authors, editors, and exhibit designers; facilitate recruitment of part-time faculty for specialized courses for CHC.

7. Oversee the planning, production and marketing efforts for CHC and CHCF programs and activities; cultivate and develop programming with local community cultural and ethnic groups.

8. Develop and oversee the budgets for the CHC and CHCF; monitor monthly expenditure reports for assigned budgets; oversee expenditures; respond to the CHCF Board on income and expenses.

9. Communicate with school and District personnel to coordinate activities and programs, resolve issues and exchange information; develop collaborative partnerships with faculty, staff, and programs at other colleges and universities regarding California Studies.

10. Oversee the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel.

11. Operate a computer and related office equipment.

12. Attend and conduct a variety of meetings, conferences and workshops representing the CHC and CHCF.
13. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

1. Policies related to community college courses and curriculum development.
2. Methods, resources and skills necessary to conduct comprehensive fund raising activities.
3. State and regional history and issues.
4. Budget preparation and control.
5. Marketing and public relations.
6. Oral and written communication skills.
7. Principles and practices of administration, supervision, and training.
8. Interpersonal skills using tact, patience and courtesy.
9. Management of non-profit organizations, copy writing, and editing.
10. Operation of a computer and assigned software.

ABILITY TO:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background and sexual orientation of community college students, faculty, and staff.
2. Plan, develop and oversee the activities and programs of the CHC and CHCF to assure that missions, goals, programs, and curriculum correlate with the strategic plan of the College and District.
3. Hire, train, supervise, and evaluate the performance of assigned personnel.
4. Develop, coordinate and implement the California Studies program.
5. Communicate effectively both orally and in writing.
6. Establish and maintain cooperative and effective working relationships with others.
7. Operate a computer and assigned office equipment.
8. Meet schedules and time lines.
9. Work independently with little direction.
10. Plan and organize work.
11. Prepare comprehensive narrative and statistical reports.
12. Direct the maintenance of a variety of reports and files related to assigned activities.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: Bachelor’s degree in Public Administration, or related field, and three years experience in business, public relations, education or field related to exhibit production.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

1. Indoor work environment.

**PHYSICAL ABILITIES:**

1. Hearing and speaking to exchange information and make presentations.
2. Dexterity of hands and fingers to operate a computer keyboard.
3. Seeing to read various materials.

DATE APPROVED: March 1, 1999
RANGE: N-54
EEO-CATEGORY: H-30