



**EXECUTIVE DIRECTOR, KIRSCH CENTER FOR
ENVIRONMENTAL STUDIES AND THE ENVIRONMENTAL STUDY AREA**

SALARY GRADE: [C1-54](#)

DEFINITION:

Under the direction of an assigned supervisor, plan, develop and oversee the activities and programs of the Kirsch Center for Environmental Studies (KCES) and the Environmental Study Area (ESA) to assure that missions, goals, programs and curriculum correlate with the strategic plan of the College and District.

EXAMPLE OF DUTIES AND RESPONSIBILITIES:

Depending upon assignment, duties may include, but are not limited to, the following:

1. Plan, develop and coordinate the activities and programs of the KCES and ESA to assure that their mission, goals, programs and curriculum correlate with the strategic plan of the College and District. Coordinate various programs including an academic program, research, archives, exhibition program, publications, special events, special projects and other programs as assigned.
2. Develop, coordinate and implement the KCES Learning Max program; research and develop new ideas to provide educational opportunities for the college and community at large; develop and oversee programming in the areas of exhibits, lectures, conferences and publications appropriate to Environmental Studies; develop funding and grant opportunities to support programs in Environmental Studies (ES).
3. Research and develop campus-wide cooperative programs, curricula and activities with appropriate faculty; establish and monitor the progress of five-year plan goals and accomplishments.
4. Provide leadership and guidance to the Advisory Board for Environmental Studies regarding mission and direction, policy development and fund raising strategies to support the ES Department programs.
5. Develop and coordinate events to support the ESA; develop and direct membership and volunteer recruitment strategies; attend Advisory Board meetings.
6. Provide work direction and guidance to others assigned to the KCES and the ESA; assign work to other classified personnel, students, volunteers and others; provide input to performance evaluations.
7. Oversee the planning, production and marketing efforts for KCES and ESA programs and activities; cultivate and develop programming with local community and non-profit groups.
8. Assist in developing and overseeing the budgets for the KCES and ESA; monitor monthly expenditure reports for assigned budgets; oversee expenditures.
9. Communicate and coordinate with organizations and agencies integral to the mission of the Environmental Studies Department, KCES and ESA, such as, but not limited to, the U.S. Green Building Council (USGBC), California Energy Commission (CEC), U.S. Army Corps of Engineers, Environmental Protection Agency (U.S. EPA and Cal EPA), California Native Plant Society (CNPS), Sierra Club, and others.
10. 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 Environmental Studies.
11. Oversee the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel.

12. Operate a computer and related office equipment.
13. Attend and conduct a variety of meetings, conferences and workshops representing the KCES and ESA.
14. Perform related duties as assigned.

EMPLOYMENT STANDARDS:

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. Grant related programs.
4. Sustainable building conceptual planning, design and implementation.
5. Energy Management Technology planning, design and implementation of coursework and programs.
6. Mediated and distance learning planning, design and implementation.
7. Statewide efforts to promote sustainable buildings, energy efficiency and resource conservation.
8. Interactive educational exhibit design, development and implementation procedures.
9. Governmental agencies and/or groups involved with biodiversity or environmental law, regulation or interests.
10. Budget preparation and control.
11. Marketing and public relations.
12. Oral and written communication skills.
13. Principles and practices of administration, supervision and training.
14. Interpersonal skills using tact, patience and courtesy.
15. Management of non-profit organizations, copy writing and editing.
16. Operation of a computer and assigned software.

Ability to:

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

Education and Experience

Any combination equivalent to:

1. Bachelor's degree in Environmental Studies or related field.
2. Three (3) years experience in energy management or biodiversity programs, sustainable building planning or related fields.

WORKING CONDITIONS:

Environment:

1. Indoor and outdoor work environment.
2. Constant interruptions.
3. Evening or variable hours.

Physical Abilities:

1. Hearing and speaking to exchange information in person and on the telephone and make presentations.
2. Dexterity of hands and fingers to operate computer keyboard.
3. Seeing to read various materials.
4. Standing for extended periods of time.
5. Reaching overhead, above the shoulders and horizontally.
6. Bending at the waist, kneeling or crouching.
7. Lifting, carrying, pushing or pulling heavy objects up to 30 lbs.

Date Approved: September 24, 2003
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