



EXECUTIVE DIRECTOR, CALIFORNIA HISTORY CENTER

SALARY GRADE: [C4-55](#)

DEFINITION:

Under the direction of an assigned administrator, 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.

EXAMPLE OF DUTIES AND RESPONSIBILITIES:

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

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. Interview, select and hire employees; supervise, assign, direct and schedule work activities; explain how duties are to be carried out.
4. Evaluate the performance of assigned personnel; effectively communicate how the performance of duties will be measured; recommend promotions and rewards for service.
5. Approve monthly time and attendance records and approve requests for time off and additional time worked, including any overtime worked and compensatory time worked/taken.
6. Address and resolve a wide variety of concerns and complaints; adjust grievances; recommend transfers and reassignments.
7. Counsel employees; address performance problems through corrective disciplinary action; suspend and/or terminate personnel according to established policies and procedures.
8. Plan, coordinate and arrange for appropriate training for assigned personnel; develop and initiate departmental activities, orientations and in-services to review policies and procedures of the program, the College and changes on State regulations.
9. 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.
10. 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.
11. Develop and manage events to support the CHCF; develop and direct membership and volunteer recruitment strategies; attend and chair Board meetings.

12. 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.
13. 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.
14. 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.
15. 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.
16. Oversee the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel.
17. Operate a computer and related office equipment.
18. Attend and conduct a variety of meetings, conferences and workshops representing the CHC and CHCF.
19. Perform other 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. 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, 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 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:

1. Bachelor's degree in public administration or related field
2. Three (3) years experience in business, public relations, education or field related to exhibit production.

WORKING CONDITIONS:

Environment:

1. Indoor office environment.

Physical Abilities:

1. Hearing and speaking to exchange information in person and on the telephone.
2. Dexterity of hands and fingers to operate a computer keyboard.
3. Vision to read various materials.
4. Standing for extended periods of time.
5. Bending at the waist, kneeling or crouching.
6. Lifting, carrying, pushing or pulling objects up to 20 lbs.

Date Approved: March 1, 1999; Revised: October 2012
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