



## Job Description

**JOB TITLE:** Program Manager/Director, Natural History Museum  
**PAY RANGE:** CS-18  
**LAST REVISED:** May 2017

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

### **SUMMARY DESCRIPTION**

Under general administrative direction of the Dean of Sciences and Math, plans, directs, manages, oversees and provides leadership for Sierra College Natural History Museum. This position will also be responsible for establishing connections with the community via public outreach, through the coordination, marketing, event planning and general facilitation of museum tours, and lectures, including teacher-training activities. The position is also responsible for the general management of the on campus nature preserve and arboreta and plays an active role in the development of an endowment fund to address long-term funding needs.

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Conduct fundraising activities/duties for the Sierra College Natural History Museum. These activities may include: identifying potential donors, soliciting for donations, hosting of donor events, maintenance of the membership program for the Museum, identification and solicitation of sponsors for Museum events and/or displays, and any additional campaigns or items deigned to build the endowment for the Museum.
2. Identify and apply for grants (one-time or sustainable) that can be used to build the endowment for the Museum, or that can be used to perform other currently performed activities within the Museum which would allow the Museum to redirect funds otherwise spent on these activities towards the endowment.
3. Participates in the preparation and administration of the Museum budget; submits budget recommendations; monitors expenditures.
4. Act as the public face of the Museum. These activities may include giving presentations about the Museum in the community and conducting radio, TV or other media interviews designed to promote the Museum.
5. Act as a liaison between the Sierra College Natural History Museum Committee, the Sierra College Natural History Museum Guild, Sierra College Administration, and the Sierra College Foundation.
6. Participates in the development of goals and objectives as well as policies and procedures; makes recommendations for changes and improvements to existing standards, policies, and procedures; participates in the implementation of approved policies and procedures; monitors work activities to ensure compliance with established policies and procedures.
7. Conduct Community Events (such as Dinosaur Day: Science Fest or donor events) in consultation with the Museum Committee.
8. Coordinate the volunteer program for the Museum, including the development and teaching of a docent-training program.

9. Oversee volunteers and interns with the Museum.
10. Provide updates to various museum committees the status of ongoing activities.
11. Attends and participates in professional group meetings/conferences; maintains awareness of new trends and developments; incorporates new developments as appropriate.
12. Performs related duties as required.

## **QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

### **Knowledge of:**

- Operations, services, and activities of a comprehensive museum administration program.
- Advanced principles and practices of program development and administration.
- Principles and applications of general facilities management.
- Principles and practices of public agency budget preparation and administration.
- Grant applications and the facilitation of fundraising campaigns
- Marketing concepts, principles, and techniques.
- Methods and techniques of public relations.
- Methods and techniques of facilitating small group processes for resolving problems and optimizing actions with diverse groups.
- Principles of supervision, training, and performance evaluation.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Principles of business letter writing and complex report preparation.
- Cultural competency and sensitivity to the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of students and staff in higher education.

### **Ability to:**

- Manage and direct a comprehensive museum program for a college or other related public service agency.
- Develop and administer departmental goals, objectives, and procedures.
- Analyze and assess programs, policies, and operational needs and make appropriate adjustments.
- Identify and respond to sensitive community and organizational issues, concerns, and needs.
- Speak in public and make presentations to small and large groups.
- Plan, organize, direct, and coordinate the work of others.
- Delegate authority and responsibility.
- Select, supervise, train, and evaluate staff.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Represent the District and form partnerships with external agency/organization representatives, District constituents, and the general public.
- Work cooperatively with other departments, District officials, and outside agencies.
- Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, District staff, or other agencies on sensitive issues in area of responsibility.
- Prepare clear and concise administrative and financial reports.
- Prepare and administer large and complex budgets.
- Plan and organize work to meet changing priorities and deadlines.
- Interpret and apply applicable federal, state, and local policies, laws, and regulations.
- Demonstrate an awareness and appreciation of the cultural diversity of the community.

- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines** - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education/Training:**

Masters of Arts or Sciences in a Scientific field, such as, Biology, Chemistry, Environmental Science, Earth Sciences, Museum Sciences or another scientific field.

**Experience:**

3-5 years of increasingly responsible professional experience with either a museum or non-profit organization or in the position of a Museum Director.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office setting.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

**Hearing:** Hear in the normal audio range with or without correction.