

JUNE 2020
FLSA: EXEMPT
SALARY: V

CBA DESIGNATION: ACADEMIC MANAGEMENT

RIVERSIDE COMMUNITY COLLEGE DISTRICT
DIRECTOR, CENTER FOR SOCIAL JUSTICE AND CIVIL LIBERTIES

BASIC FUNCTION: Under the general supervision of the Vice Chancellor, Educational Services and Strategic Planning, the Director is responsible for the overall direction, management and implementation of day-to-day functions of the Center including operations, supervision, financial management, facilities management (including tenant relationships), partnership development, public programs (exhibits, education, outreach), and friend- and fundraising (planned giving, special events and grant writing, support groups). Directs and supports planning with committees, advisory groups, educators, scholars, docents and consultants.

PROVIDES WORK OR LEAD DIRECTION TO: Assigned District personnel.

REPRESENTATIVE DUTIES (Illustrative Only): The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Works with faculty and academic programs, including K-12 and four-year institutions, to develop programming for the Center and to build the center programming into course curriculum, materials, and/or presentations.
2. Attracts external resources by securing endowments, grants and special program support in cooperation with the Grants & Sponsored Programs office and the RCCD Foundation.
3. Positions the center for philanthropic support and community outreach.
4. Schedules, coordinates, and takes responsibility for calendar of events, full articulation with other entities such as the City Human Relations Council, Thursday Night Arts Walks, College Art Galleries, etc.
5. Implements contracts, insurance transactions, transportation arrangements, coordination of installs, policies and coordination of District procedures as they may apply to the Center.
6. Assists in the support of all phases of local programming development including data collection, advertising, collecting information on opportunities, etc.
7. Collaborates with staff and affiliated agencies to develop, store and exhibit the District collection.
8. Develops cooperation and exchange agreements with other similar centers.
9. Develops and implements policies and programs for the Center and its archives and collection, using loans, access, further development, and/or temporary or traveling exhibitions.
10. Develops, manages and trains staff associated with the Center on all aspects of operation with appropriate referrals for emergency and special assistance.
11. Develops, monitors and coordinates Center resources.
12. Coordinates with other District and College services including External Relation, Technology & Support Services, and Information Services.
13. Represent the District and Center in the community and at State and National levels.
14. Performs other duties, related to the position, as assigned.

EDUCATION AND EXPERIENCE: *A combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be: a master's degree in ethnic studies, history, humanities, sociology, political science, art history or other related areas with experience in museum or archival management; and two (2) years' professional or management experience in coordinating private and/or public programs, operations and/or services; demonstrated experience in building partnerships and advancing the mission and objectives of the program/entity in a collaborative and*

progressive manner.

A doctorate degree is preferred. Familiarity with start-up operations, proven entrepreneurial skills, and experience in the development or expansion of new programming, operation budgeting, funding and operational development is preferred. Experience in a public, educational or private gallery/museum operation also is desirable.

LICENSES/CERTIFICATIONS: None.

KNOWLEDGE OF:

1. Principles and practices of operating an educational center;
2. Sources of operation associated with the Center (i.e. Balboa Preservation);
3. Techniques and methods of preparing and conducting displays
4. Principles of marketing, community outreach and partnership development;
5. Record keeping and report writing, and basic computer application programs;
6. Large organizational dynamics and entrepreneurial strategies;
7. Human resource management and basic supervisory principles;
8. Gallery or museum development and operations;
9. Development of working partnerships and associations with community and civic organizations, as well as funding sources to support education programming and operations for the Center, including cultivating partners and docent/volunteer programs.

ABILITY TO:

1. Operate and maintain a supportive and open environment for all constituencies, and position the Center as a community resource and education tool;
2. Work independently with minimal guidance, direction and oversight;
3. Develop and maintain working relations with a variety of constituencies and create a positive working environment;
4. Maintain high standards of quality and professionalism;
5. Develop an operational plan with programming, operational standards, and budget
6. Master operational issues, develop operational programs in coordination with partners and develop resources to fund programing,
7. Write effectively and speak to large and small groups;
8. Build outreach support and development of the Center and its mission, programs, and objectives;
9. Relate daily to diverse individuals in an effective and inclusive manner;
10. Participate in multiple civic, community, and education-based groups and gain support from District and College leadership staff;
11. Serve as a member of the Management Leadership Association;
12. Maintain an understanding of current ideas, research and practices pertaining to the areas of responsibility for this position, through continued study and participation in professional organizations.

CONTACTS: Co-workers, College and District staff, supervisors, students, faculty, administrators, arts community, researchers/scholars, consultants and the public.

PHYSICAL DEMANDS: Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 45 pounds; and climb 14 foot ladder. Will require occasional travel.

ENVIRONMENTAL ELEMENTS: The Center is an educational museum/gallery-like environment and the Director may be the only individual at the site, working evening hours as access dictates, operate as a self-contained unit of the District when needed. Employee works in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employee may

interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

OTHER: Must have evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, staff and the community.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951) 222-8039.

EXEMPT POSITION: This is an exempt position and is not subject to overtime.