

**KERN COUNTY SUPERINTENDENT OF SCHOOLS
APPROVED NOVEMBER 2019
SALARY SCHEDULE: #92
CLASSIFIED ADMINISTRATIVE – OVERTIME EXEMPT
CODE: 2, 6, 8**

**DIRECTOR I
CALIFORNIA LIVING MUSEUM (CALM)**

DEFINITION

Under the direction of the Chief of Staff, the Director will mentor, manage, and provide inspired, forward-thinking leadership to California Living Museum (CALM) staff, while creating and promoting a work environment and culture that reflects Kern County Superintendent of Schools/CALM's mission, vision, and values.

EXAMPLES OF DUTIES

Provide day-to-day leadership and management that support the mission, vision and core values of CALM;

oversee, plan, organize and coordinate the California Living Museum (CALM);

work within the framework of the Education Code, office policies and procedures, and applicable state and federal regulations;

ensure CALM has the proper controls, processes and procedures in place to effectively develop, maintain and ensure operating strength;

influence and drive operations to achieve and surpass organizational goals and objectives;

motivate and lead; serve to cultivate skills; inspire, encourage and evaluate the performance of assigned staff;

foster a success-oriented, accountable environment;

apply business expertise to maintain and advance financial goals; assist as needed in the formulation and development of budgets, fiscal policies, procedures and programs;

communicate with internal and external stakeholders to coordinate CALM activities and programs; resolve issues and conflicts and exchange information;

cultivate and represent CALM to local and regional entities, including media, governmental agencies, and community groups to further the mission of CALM;

initiate or assist with organizational planning and implementation, including strategic/business plans, master/facility plans, collection plans, conservation plans and education plans;

provide leadership and oversight on capital projects; interface with architects and planners to deliver quality improvements on time and within budget;

develop and prepare the annual preliminary budget for areas of responsibility; analyze and review budgetary and financial data; assist in monitoring revenues and expenses in compliance with the current approved budget;

represent CALM in appropriate professional circles;

responsible for the oversight and effectiveness of all internal processes including regulatory compliance and accreditations;
provide timely, accurate and complete reports on the operating condition of CALM;
attend training workshops and professional development as appropriate;
provide staff support to the CALM Foundation;
coordinate CALM's community relations and promotions;
responsible for the successful implementation of CALM's special events;
and perform other duties as assigned.

QUALIFICATIONS

Knowledge of:

Zoo operations and animals native to California;

leadership and supervisory strategies and techniques;

principles, practices, and techniques of general living museum/zoo management;

biological/scientific research methods;

principles, methods, and techniques of organization, administration and personnel management;

budgeting principles and methods of budget preparation and control.

Ability to:

Stay current on regulations and trends appropriate to position;

provide leadership and direction, plan, organize, motivate, and direct employees;

analyze administrative problems, reach practical and logical solutions and effectively implement change;

establish and maintain effective working relationships with the general public and volunteers;

speak effectively before the public;

work outside in inclement weather conditions.

Experience:

Three (3) years of increasingly responsible experience managing and supervising an institution or facility responsible for the care of zoo animals and public exhibits of diverse animals.

Education:

Bachelor's Degree from an accredited college or university in Biology, Zoology, Natural Science, or a related field.

Acceptable substitution for four-year degree requirement: Completion of two (2) years of course work from an accredited college or university and five (5) years increasingly responsible experience managing and supervising the care of zoo animals.

Conditions of employment:

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice

is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position is overtime exempt and has a probationary period of one year.

TS: rn

11/7/19

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