



Salt Lake County Job Description

Associate Division Director – Education

DEPARTMENT: Community Services

DIVISION: Clark Planetarium/3510

JOB CODE: 053 **GRADE:** 017

FLSA STATUS: Exempt

SALARY PLAN: GEN

EFFECTIVE DATE: 08/01/2017

SAFETY SENSITIVE: No

JOB SUMMARY

In conjunction with the Division Director, guides the overall direction, growth, budget, and culture of the division. Manages division programs, personnel, and initiatives including education, exhibits, dome show production, digital interactives development, and community programs. Leads the strategic planning process of programs to meet goals and objectives.

MINIMUM QUALIFICATIONS

Bachelor's degree from an accredited college or university in Science, Education, Museum Studies, Public Administration, or other closely related field, plus six (6) years of related experience, of which two (2) years must have been supervisory or administrative; OR an equivalent combination of related education and experience. Education may not be substituted for the required supervisory experience.

ESSENTIAL FUNCTIONS

The following duties and responsibilities are intended to be representative of the work performed by the incumbent(s) in this position and are not all-inclusive. The omission of specific duties and responsibilities will not preclude it from the position.

Applicants must be prepared to demonstrate the ability to perform the essential functions of the job with or without a reasonable accommodation.

- Assists in the overall leadership of the division by providing input in the areas of planning, staffing, program development, budgeting and total division operation.
- Assists with and implements strategic initiatives and goals for the division.
- Keeps the Division Director apprised of the organizational climate, identifies problems, either actual or anticipated and provides consultative assistance.
- Oversees, directs, and provides continuous oversight for the development and operation of assigned programs.
- Evaluates the allocation of division staffing resources and makes recommendations for effective and efficient service delivery.
- Assists with monitoring and managing the division's budget.
- Manages, directs, and coordinates activities through managers and supervisors, which includes hiring, firing, promoting, orienting, training, assigning and reviewing work performance, annual work performance appraisal and discipline.
- Assists with the development of, makes recommendations and implements policies and procedures necessary to the effective management and operation of the Division.

- Ensures compliance with policies, procedures, laws and regulations.
- Establishes and maintains effective working relationships with internal and external stakeholders.
- Represents the Planetarium at meetings and events as requested by the Division Director.
- Manages exhibits development, prototyping, testing and evaluation, including developing a master plan for the exhibits program using best practices and knowledge of industry standards.
- Manages education program development, planning, delivery and evaluation, and developing a master plan for education programs using best practices and knowledge of the Utah State Board of Education Science Curriculum standards for public schools.
- Works with the Production Manager to develop a plan and schedule for show production, digital interactive development, and sales.
- Ensures that education offerings and plans meet goals to ensure continued funding.
- Works to plan, develop and implement community outreach programs and a variety of in-house programs to enhance delivery of educational services and engage visitors; creates working relationships and executing collaborative initiatives with Salt Lake County Libraries, other county agencies, and area businesses and agencies with a focus on STEM (Science Technology Engineering and Mathematics) in their missions.
- Work with Informal Science Education Enhancement (iSEE) partners (a coalition of Utah-based science education institutions) to plan strategies for continued growth of the iSEE collective and develop a legislative strategy that ensures continued funding from the Utah State Board of Education (USBE).

KNOWLEDGE, SKILLS AND ABILITIES (KSA)

Knowledge of:

- Program management
- Staff development
- Organizational development
- Budget preparation and management
- Strategic planning
- Project development
- Mentoring and coaching
- Astronomy and space science
- General concepts of chemistry, mathematics, physics, biology, and geology
- Mechanical and electrical systems especially as related to exhibits design and troubleshooting
- Best practices in science center exhibits designed for interactivity and educational effectiveness
- Education principles and best practices as used in informal science education
- Utah State Science curriculum
- National “Next Generation” Science Standards for best practices in science education
- Curriculum design, implementation and assessment

- Analysis/problem solving: evaluating alternatives, using innovative problem resolution, creativity with solutions

Skills and Abilities to:

- Work with computer software related to job specific duties
- Manage the financial aspects of the division
- Resolve conflict effectively
- Communicate effectively both verbally and in writing
- Analyze and solve problems
- Supervise effectively
- Establish and maintain appropriate working/supervision relationships
- Act independently
- Develop, interpret, and administer policies and procedures
- Effectively delegate, coordinate, plan, budget, organize, advocate and report for relevant project management
- Create, develop, communicate and manage new concepts and programs relevant to this position
- Troubleshoot mechanical and electrical systems within public science education exhibits
- Participate in the conceptualizing and design of interactive exhibits and exhibit spaces that present visitors with varying ages and interest levels with a range of educationally effective, valuable, memorable and motivational experiences
- Represent the division and the greater ISEE group in a professional manner to the USBE and the Utah Legislature as needed
- Research and evaluate data
- Clearly, accurately, succinctly synthesize complex topics for incorporation into planetarium long range planning
- Make sound decisions through the evaluation and use of diverse sources of information
- Successfully lead and manage a creative team working on many simultaneous projects to meet deadlines and exceed expectations
- Speak in a public setting including television appearances

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

Work duties are typically performed in a general office setting. May be required to work early mornings, nights, and weekends as needed to accommodate media requests or special events.

IMPORTANT INFORMATION REGARDING THIS POSITION

This position requires representing a high-profile educational organization before Planetarium visitors, print and broadcast media, donors, and community stakeholders. Key audiences include county departments, local and statewide elected officials, corporate and community partners, and Salt Lake County residents.

Revised Date/Consultant's Initials: 11/14/2017 CCR