

EXECUTIVE DIRECTOR JOB DESCRIPTION

TITLE:	Executive Director
REPORTS TO:	Board of Directors
DEPARTMENT:	Administration
SUPERVISES:	All Employees of Historical and Genealogical Society of Somerset County, Inc.
FLSA STATUS:	Exempt- Full Time
SALARY:	60,000-65,000 range
BENEFITS:	Medical, Dental, and Vision offered

OVERALL POSITION DESCRIPTION AND PURPOSE OF JOB:

The Executive Director is the chief executive officer of the Historical and Genealogical Society of Somerset County, Inc., (HGSSC) a 501(c) (3) organization. The Executive Director reports to the Board of Directors and is responsible for a wide range of administrative and programming activities that serve to advance the organization's mission.

This includes, but is not limited to: general oversight of the HGSSC staff and subcontractors on a day to day basis; advocacy and relationship building with the Commonwealth of Pennsylvania, federal, state and local elected and appointed government leaders and agencies, constituency groups and the general public; overseeing HGSSC's corporate mission and performance; commitment to the development and growth of the organization; directly supervising HGSSC staff; serving in an ex-officio capacity on all standing and ad hoc committees of the HGSSC board and ensuring the HGSSC's fiscal integrity.

QUALIFICATIONS:

One to three years of professional museum educational and/or curatorial experience including at least two years of supervisory experience and (1) a bachelor's degree (master's degree preferred) in history, American studies, museum studies, or a closely related field or (2) a bachelor's degree (master's preferred) in business administration with a minor in history, American studies, museum studies, or a closely related field.

Must be able to perform essential job functions

ESSENTIAL FUNCTIONS OF JOB (other duties may be assigned):

1) Board of Directors:

PERFORMANCE MEASURES

- Develops and maintains the vision and mission for the organization.

- Prepares programmatic short and long-range objectives and strategies.
- Ensures the accurate and timely communication of matters requiring Board or Committee input and/or approval.
- Prepares and disseminates, in conjunction with HGSSC staff, agenda and/or information to the Board or Committee members prior to meetings.
- Performs other duties, as assigned by the Board of Directors, to ensure the overall success of the HGSSC.
- Serves as central point of contact and board liaison with Pennsylvania Historical and Museum Commission.

2) Administrative/Executive Oversight:

PERFORMANCE MEASURES

- Coordinates and communicates with policymakers, stakeholders, and staff regarding HGSSC related programs and activities.
- Ensures coordination of programs and related actions with committees.
- Accountable/responsible for state, federal and local contract compliance.
- Accountable/responsible for program implementation and review and monitoring of results.
- Maintains current knowledge relative to legislative, statutory, regulatory, and external changes that may affect the HGSSC.
- Meets frequently with staff, stakeholder groups, policy makers and elected officials regarding issues that affect HGSSC.
- Reviews publications prior to printing.
- Accountable/responsible for ensuring compliance with Pennsylvania Historical and Museum Commission Management Agreement.
- Serves in an ex-officio capacity on all standing and ad hoc committees.

3) Public Relations:

PERFORMANCE MEASURES

- Maintains a positive corporate public relations image, including personal involvement in outside organizations.
- Serves as authorized spokesperson for the organization to ensure the proper and timely dissemination of information for press releases, news broadcasts and/or media inquiries.
- Maintains positive communication with members of the Board of Directors, elected officials, agency officials, stakeholder groups and the public.
- Ensures, in conjunction with Marketing Committee, the corporate image is implemented consistently and in keeping with mission of the organization.
- Actively promotes the value and benefits of society membership and volunteerism.

4) Finance:

PERFORMANCE MEASURES

- Ensures, in conjunction with the Finance Committee, that an operational budget is developed, reviewed, and submitted for Board approval on an annual basis and that HGSSC operates within annual budget guidelines.
- Ensures adequate operating funds through the development of an annual resource development plan, to include grant-writing, special events, planned growth of the HGSSC's endowment and other special funds and other board sanctioned fundraising strategies.
- Executes all contracts and other legally binding agreements as the exclusive Board of Directors authorized signatory or in conjunction with designated officers.
- Ensures the financial information systems and reports are structured to provide meaningful performance measurements and full financial management compliance.
- With the agreement of the Finance Committee and the Board of Directors, arrange for the conduct of the HGSSC's annual audit as well as the required program audits of other grants and contracts.

5) Human Resources:

PERFORMANCE MEASURES

- Develops, implements, and conducts on-going review and maintenance of the HGSSC's organizational structure and staffing levels to support the mission and objectives of the HGSSC. Recommends related modifications, with the agreement of the Personnel Committee, to the Board of Directors.
- Communicates objectives and issues to staff to maintain the coordination of HGSSC operations.
- Ensures, in conjunction with the Personnel Committee, the development, implementation and maintenance of approved human resource policies and programs.
- Supervises HGSSC personnel
- Conducts annual employee performance reviews and makes pertinent recommendations to the board.
- Maintains a climate conducive to attracting, retaining, and motivating a highly capable staff.

6) Attendance:

PERFORMANCE MEASURES

- Consistently reports to work as scheduled, setting a positive example to HGSSC staff; willing and able to adjust schedule to respond to necessary attendance at meetings and functions or to accommodate programs and special events.
- Consistently reports to work, meetings, and other appointments on time and prepared,
- Achieves a healthy balance between personal and work life.

OTHER DUTIES:

- Represents HGSSC on relevant committees and work groups pertaining to HGSSC programs and granting agencies.
- Adheres to established policies and procedures.
- Accepts other duties as assigned by the Board of Directors.

SUPERVISION RECEIVED:

Supervision is typically received from the Board of Directors.

SUPERVISION ADMINISTERED:

This position supervises and manages the Curator, Education Program Coordinator, Librarian, Secretary/Administrative Assistant, part-time/seasonal employees of the HGSSC and all other positions as assigned by the Board of Directors.

KNOWLEDGE, SKILLS AND ABILITIES TYPICAL OF THIS POSITION:**Historical Knowledge**

- Possesses basic knowledge of the history of Somerset County and the surrounding region.
- Ability to direct all activities involving research, documentation, collection, and management of archival and HGSSC's holdings.

Problem Solving Skills

- Ability to exhibit initiative, creativity, and dedication to advance the organization and its mission.
- Ability to maximize limited resources to meet organization's strategic objectives.

Communication Skills

- Clearly and consistently communicates verbally the priorities of the organization.
- Utilizes appropriate grammar, punctuation, and accuracy in written correspondence, manuals, or publications.
- Communicates clearly and accurately with media, stakeholders, and staff.
- Working knowledge of websites, social media and database management for communication and marketing purposes.

Math Skills

- Performs accurate basic mathematical functions.

Computer Knowledge

- Working knowledge of Microsoft Office.

- Ability to learn the fundamentals of financial management software.
- Ability to learn the fundamentals of Past Perfect curatorial software.

Other Characteristics

- Ability to draw upon education and training.
- Ability to decide upon multiple courses of action.
- Ability to exercise sound judgment and make decisions without supervision.
- Documentation and observation skills.
- Strong organizational skills.
- Ability to follow established confidentiality and conflict of interest policy.
- Ability to follow established safety standards.
- Ability to use various office equipment.
- Ability to communicate effectively in written and oral media.
- Ability to effectively use computer technology, including word processing.

This job description does not list all the job duties. Occasionally, the Board of Directors may require the fulfillment of other instructions and duties. Evaluation is based in part upon performance of the tasks listed in this job description, as well as other duties.

The Board of Directors has the right to revise this job description at any time. The job description is not a contract for employment, and either you or the Historical and Genealogical Society of Somerset County may terminate employment at any time, for any reason.