



Sacajawea Center Director

Department: Administration

Reports to: Mayor, City of Salmon

Start Date: December 2, 2019

Compensation: \$35,000-\$40,000 with generous employer paid health, dental, and vision coverage (family plan offered at employee expense) and PERSI retirement package, 11 paid holidays, 12 days paid vacation, and 12 days sick leave annually

Status: at will, full-time, non-exempt

Application Priority Deadline: September 30, 2019, open until filled

POSITION SUMMARY

The principal function of the Sacajawea Center Director is to manage the site, operations, and programming of the Sacajawea Interpretive, Cultural, and Educational Center.

The position requires knowledge of educational, communication, and customer service principles. It requires extensive public communication, program development and management, research skills, and the ability to exercise independent judgment and initiative.

The duties are performed under the general direction of the Mayor and City Council.

The principal duties of this position are performed in a general office and outdoor environment that may include exposure to adverse weather conditions.

ESSENTIAL DUTIES AND RESPONSIBILITIES *(illustrative only and may vary by assignment)*

- Manages the site, operations, and programming of the Sacajawea Interpretive, Cultural and Educational Center.
- Recruits and manages volunteers and seasonal program employees, including hiring, training, supervising, scheduling, evaluating, retention, disciplining, and termination, as needed.
- Provides assistance to the public and visitors, answering inquiries, providing information and directions, and presenting programs.
- Prepares and administers seasonal celebration, historical, and cultural programs and events.
- Maintains inventory of Center gift shop, including tracking sales and ordering inventory.
- Tracks Center revenue, including admissions, sales, program fees, donations, grants, and all related revenue.
- Prepares and implements annual budget.
- Prepares and maintains visitor, revenue, and related records, documents, logs, and data.
- Prepares and presents reports to Mayor and City Council, as needed.

- Manages Center maintenance and upkeep, including janitorial services and groundskeeping.
- Manages permanent, event, and/or seasonal leaseholders and vendors of Center space and facilities.
- Researches, prepares, and presents cultural and historical programs for visitors, students, and youth groups.
- Administers grant-funded projects including researching and writing grant proposals, project administration through completion, tracking funding and fund expenditures, producing required documentation and progress reports, and ensuring overall grant compliance.
- Prepares and disseminates public information on the Center and programs, including advertising, handouts, brochures, information sheets, and through social media.
- Manages Center website.
- Represents the Center and City as liaison to community groups and organizations, interest groups, and other government agencies and entities, including the Center's official partners: the Shoshone-Bannock Tribes, Lemhi County Historical Society, Idaho Governor's Lewis and Clark Trail Committee, the US Forest Service, Bureau of Land Management, Idaho State Fish and Game Department, Uldaho Lemhi County Extension Office, Salmon Valley Stewardship, Salmon Arts Council, Lemhi County Humane Society, and Lemhi Regional Land Trust.
- Researches, prepares, and implements short-term (seasonal) and long-term goals and plans for new, revised, and enhanced programs.
- Develops and maintains positive working relationships with the Mayor and City Council, co-workers, subordinates, the public, and other individuals and groups encountered through this position.
- Performs all work duties and activities in accordance with City and Department policies, procedures, and safety practices.

Other duties and responsibilities:

- Performs cleaning and maintenance duties around the facility, as needed.
- Represents the Center and City on committees as assigned, including the Local Option Tax Commission.
- Performs other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this position at any time.

POSITION REQUIREMENTS

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty satisfactorily and be successful in the position.

Knowledge of:

- The site, operations, and program offerings of the Sacajawea Interpretive, Cultural, and Educational Center, with emphasis on educational, communication, and customer service principles.
- Educational program development and presentation methods, techniques, and objectives, including specialized outdoor education programs and Idaho history education.
- Public communication methods, techniques, and objectives, including advertising and marketing, community outreach, public speaking and group presentations, and social media venues.
- Customer and visitor service methods, techniques, and objectives.
- Grant research, application, administration, and reporting methods, techniques, and objectives.
- City policies and procedures.

- General office management methods and objectives.
- Basic accounting, cash handling, and bookkeeping methods and techniques.
- Methods, techniques, and objectives of volunteer and docent management.
- Employee hiring, training, supervision, scheduling, evaluation, and disciplinary methods and techniques.
- Municipal budget preparation and implementation methods and techniques.
- Record and document preparation and maintenance methods, techniques, and objectives.
- Operation of basic office equipment, including a personal computer and job-related software.
- English grammar, spelling, punctuation, and composition.

Skill and Ability to:

- Manage the site, operations, and programming of the Sacajawea Interpretive, Cultural, and educational Center.
- Research, prepare, and present cultural and historical programs for visitors, students, and other interest groups.
- Manage a staff of volunteers, including training, scheduling, and supervising.
- Manage a staff of seasonal employees, including hiring, training, supervising, scheduling, evaluating, disciplining, and termination, as needed.
- Research, prepare, and present cultural and historical programs for visitors, students, and youth groups.
- Provide assistance to the public and visitors, answering inquiries, providing information and directions, and presenting programs.
- Prepare and administer seasonal celebration, historical, and cultural programs and events.
- Maintain the inventory of the Center gift shop, including tracking sales and ordering inventory.
- Track Center revenue, including sales, donations, grants, and all related revenue.
- Prepare and implement the annual budget.
- Prepare and maintain visitor, revenue, and related records, documents, logs, and data.
- Prepare and present reports to the Mayor and City Council, as needed.
- Manage Center maintenance and upkeep, including janitorial services and groundskeeping.
- Manage permanent, event, and/or seasonal leaseholders and vendors of Center space and facilities.
- Administer grant-funded projects including researching and writing grant proposals, project administration through completion, tracking funding and fund expenditures, producing required documentation and progress reports, and ensuring overall grant compliance.
- Prepare and disseminate public information on the Center and programs, including advertising, handouts, brochures, information sheets, and through social media.
- Manage the Center website.
- Represent the Center and City as liaison to community groups and organizations, interest groups, and other government agencies and entities.
- Research, prepare, and implement short-term (seasonal) and long-term goals and plans for new, revised, and enhanced programs.
- Analyze and appropriately solve problems and resolve conflicts.
- Operate standard office equipment, a cash register and credit card processor, and a personal computer using program applications appropriate to assigned duties.
- Operate a motor vehicle.

- Maintain a professional demeanor at all times, including under occasional stressful conditions.
- Maintain a collaborative and cooperative working relationship with elected and appointed officials, other City employees and the general public.
- Communicate effectively orally and in writing in the English language at a level necessary for efficient job performance.
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.
- Complete assignments in a timely fashion. Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner.
- Perform time management and scheduling functions and set task priorities.
- Perform all duties in accordance with City policies, procedures, and regulations with regard for personal safety and that of other employees and the public.

QUALIFICATIONS

- High school diploma or GED required; and
- Bachelors Degree in parks and recreation, education, or a related field is preferred;
- Experience managing an education or recreation program preferred;
- Customer service experience preferred;
- Idaho driver's license required; or
- An equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position may be considered.

PHYSICAL REQUIREMENTS

An employee in this class should have sufficient physical and mental capability, with or without reasonable accommodation, to:

- Listen and respond to voice instructions; to communicate effectively in person, on the telephone, and in a public office, group presentation, and meeting environment; to discern verbal instructions;
- Prepare, view, process, review, file, and organize a wide variety of written and electronic materials;
- Comprehend written work instructions;
- Operate a computer, cash register, and standard office equipment;
- Operate a motor vehicle;
- Handle a variety of records and files;
- Perform essential job functions in an office environment that may require lifting/moving 20 lbs., bending, stooping, kneeling, stretching and other physical exertions including performing tasks requiring hand/wrist/arm movements;
- Perform essential job functions in an outdoor environment that may require lifting/moving 50 lbs., walking and/or standing on trails and rough or uneven terrain for extended time periods, bending, stooping, kneeling, stretching and other physical exertions requiring mobility and hand/wrist/arm movements, and exposure to inclement weather.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

APPLICATION PROCESS

Submit a cover letter, resume, and City of Salmon application (available at www.cityofsalmon.com under Employment Opportunities) to lgray@sacajaweacenter.org or Lin Gray, City of Salmon, 200 Main Street, Salmon, ID 83467. Priority consideration for candidates who submit their applications by September 30, 2019. Position open until filled.

MORE ABOUT THE CENTER

The Sacajawea Center's mission is to foster the knowledge and appreciation of the Agai Deka Shoshone-Bannock Tribes, the Lewis & Clark Expedition, Western frontier life, and the natural environment. The Center interprets the rich cultural and natural history of the Salmon and Lemhi River Country, deepening people's connection to the unique place this area holds in our nation's history, which was shaped in part by the Lewis & Clark Expedition and Sacajawea as well as her people, the Agai Deka Shoshone-Bannock Tribes.

The Sacajawea Center is one of a kind. Opened in 2003 to commemorate the Lewis and Clark bicentennial, the Center boasts 71 acres with walking trails, an interpretive center, an amphitheater, a dog park, the Learning Center with space for meetings, performances, art shows and parties, a rustic 55-seat theater, a community garden, and the Salmon Outdoor School where primitive and ancestral skills classes are held weekly. The Center partners with eleven local agencies and organizations that provide rich layers of content and support and were instrumental in bringing the park to fruition.

Location: Salmon, located in east central Idaho, is a community of just over 3000 people in Lemhi County. It is the county seat and the largest town within 100 miles in any direction. Salmon offers a great opportunity for an individual or family seeking a small town experience in a unique and rural setting. Salmon is the gateway to the Frank Church River of No Return Wilderness, the homeland of Sacajawea and her tribe, and the self-proclaimed whitewater capital of the world. Here you will find rugged peaks, alpine lakes, the famous Salmon River, and front row seats to prominent parts of American history. This stunning landscape inspires reverence and observation as well as offers unlimited opportunities for rafting, fishing, mountain biking, camping, hunting, boating, hiking, skiing, and many other recreational activities.