

MANAGER, PLANETARIUM AND ASTRONOMY OBSERVATORY CENTER

DEFINITION

Under the administrative direction and oversight of the Dean, Natural Sciences, the Manager, Planetarium and Astronomy Observatory Center plans, schedules, assigns, and reviews the work of staff assigned to the Planetarium and Astronomy Observatory Center; oversees planning, programming, and operations of the center; develops and implements strategies for creating revenue through outreach and programs; provides responsible technical assistance to the Dean, Natural Sciences; performs a variety of technical tasks relative to the assigned functional area. This position is overtime-exempt.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from Dean, Natural Sciences. Exercises direct and general supervision over assigned staff.

CLASS CHARACTERISTICS

This is a management-level classification responsible for planning, organizing, supervising, reviewing, and evaluating the work of Planetarium and Astronomy Observatory Center staff, programs, activities, projects, and operations. The incumbent organizes and oversees day-to-day activities and operations of the assigned functional area, including short- and long-term planning, development and administration of assigned budgets, and various other projects and studies. Successful performance of the work requires an extensive background in planetarium and observatory center operations and programming, as well as, the use of considerable independence, initiative, and discretion within established guidelines. This class is distinguished from the Dean, Natural Sciences in that the latter has overall responsibility for all functions for the Natural Sciences Department.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

- Plans, organizes, assigns, supervises, and reviews the work of assigned staff, programs, and operations of the Planetarium and Astronomy Observatory Center.
- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned services, projects, and activities; identifies resource needs; recommends and implements policies and procedures, including standard operating procedures.
- Evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Trains staff in work and safety procedures and in the operation and use of equipment and supplies; implements procedures and standards.
- Monitors operations, programs, and projects of the Planetarium and Astronomy Observatory Center; identifies opportunities for improving service delivery methods and procedures; provides recommendations concerning process changes; reviews with appropriate management staff; implements improvements.
- Determines and recommends equipment, materials, and staffing needs for assigned operations, programs, and projects; participates in the annual budget preparation; prepares detailed cost estimates; maintains a variety of records and prepares routine reports of work performance.
- Oversees Planetarium and Astronomy Observatory Center operations, including equipment and technology maintenance and scheduling of facilities for classes, private reservations, and public shows.
- Develops, designs, and implements entertaining and educational shows for diverse audiences; gives shows as part of the center outreach initiatives and programs.

- Develops and implements advertising and marketing strategies; develops and distributes informational flyers, newspaper notices, and website and social media updates.
- Designs, develops, and implements educational exhibits in the center and other venues.
- Operates and maintains telescopes for public viewing; coordinates and supervises telescope observing sessions.
- Prepares and presents various reports and other necessary correspondence; prepares and maintains related reports, records, and files; ensures the proper documentation of activities.
- Reviews and maintains operational data; analyzes and evaluates data results; implements findings and takes corrective action, as necessary.
- Answers questions and provides information to faculty, students, staff, and the public; investigates inquiries; recommends corrective actions to resolve issues.
- Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
- Provides a working and learning environment that is free from prohibited discrimination, harassment and retaliation (DHR), and provided by applicable law and College policies. Attends College mandated DHR training and participates in DHR investigations as directed. Assist in providing information and resources to individuals who bring forward DHR complaints and reporting possible DHR complaints to the Director, Equal Employment Opportunity Programs in Human Resources and other appropriate authority as necessary.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of planetarium and astronomy observatory center operations and program development and administration.
- Principles and practices of planetarium and astronomy observatory center equipment and technology operations and maintenance.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Basic principles and practices of budget program development, administration, and accountability.
- Methods and techniques for the development of presentations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
- Methods and techniques of public speaking.
- Modern office practices, methods, and computer equipment and applications related to the work.
- Record keeping principles and procedures.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and College staff, including individuals of various ages, disabilities, various socio-economic and ethnic groups.

Skills & Abilities to:

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Supervise, train, plan, organize, schedule, assign, review, and evaluate the work of staff.
- Organize, implement, and direct planetarium and astronomy observatory center programs, operations, projects, and activities.

- Interpret, apply, explain, and ensure compliance with applicable federal, state, and local policies, procedures, laws, and regulations.
- Understand, interpret, and successfully communicate both orally and in writing, pertinent department policies and procedures.
- Identify problems, research and analyze relevant information, and develop and present recommendations and justification for solution.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, procedures, and other written materials.
- Make effective presentations before groups.
- Establish and maintain a variety of manual and computerized files, record keeping, and project management systems.
- Make sound, independent decisions within established policy and procedural guidelines.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Understand scope of authority in making independent decisions.
- Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from a regionally accredited four-year college or university with major coursework in astronomy or related field and one (1) year of related experience in astronomical observing and planetarium operations and programming and public outreach OR a minimum of five (5) years of experience in any combination of public outreach, planetarium programming and presentation, or professional experience in astronomical instrumentation and observation,

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various College and meeting sites; to climb and descend ladders; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Incumbents must possess the ability to lift, carry, push, and pull materials and objects up to 20 pounds.

ENVIRONMENTAL ELEMENTS

Incumbents work in an office environment with moderate to loud noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Incumbents may work in the field

and are exposed to loud noise levels and cold and hot temperatures. Incumbents may interact with staff, students, and/or the public in interpreting and enforcing departmental policies and procedures.