

## Director, Center for Public Policy and Political Studies

**FLSA Status:** Exempt

**Pay Grade:** 99

**Job Title ID:** 221040

**Job Series/Job Family:** Administrator Series / Administrator Family

### **Reports To**

Special Assistant to the President/CEO

### **Job Purpose**

To plan, develop and coordinate all activities of the Center for Public Policy and Political Studies (CPPPS) with faculty, students, administration, and community members.

### **Description of Duties and Tasks**

*Essential duties and responsibilities include the following. Other duties may be assigned.*

#### ***Required***

1. Coordinates and cooperates with the ACC Center for Public Policy and Political Studies Nonprofit Corporation on their meetings, operations and fundraising activities to support the Center.
2. Serves as a member of the Center's Executive Board and assists this body in its oversight and review of the Center's operations and budget.
3. Facilitates the operation of the Faculty Advisory Committee to oversee projects and integrate faculty and students from as many disciplines as possible into appropriate projects to explore issues of public policy.
4. Participates in the hiring of full time and part time staff of the Center for Public Policy and Political Studies; makes work assignments, supervises and evaluates staff.
5. Fosters the development of hosted faculty projects on public policy issues, including securing support for grants and stipends for faculty projects.
6. Coordinates external outreach for the Center for Public Policy and Political Studies, expands potential student internships and experiences on policy issues in organizations and agencies.
7. Represents the ACC Center for Public Policy and Political Studies and the Nonprofit Corporation in external conferences, presentations, and special events.
8. Responds and cooperates with ACC administration for the operation of the Center for Public Policy and Political Studies.
9. Develops and manages budgets for the Center.

### **Knowledge**

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

#### ***Required***

- Public affairs locally, statewide and nationally.
- Program administration and project management.
- Supervisory principles, practices, and methods.
- Research methods and standards.

### **Skills**

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

#### ***Required***

- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Reviewing and preparing narrative and statistical reports of research projects.
- Developing and writing for online and print newsletters and articles.
- Effectively supervising, leading, and delegating tasks and authority.
- Effectively working with a diverse and multicultural student body, faculty and community.
- Working collaboratively.
- Maintaining confidentiality of work related information and materials.

### **Computer Skills**

#### ***Required***

- Demonstrated proficiency using standard office software applications.

### **Physical Requirements**

#### ***Required***

- Occasional lifting of objects up to 10 pounds
- Subject to standing, walking, sitting, bending, and reaching.
- Work is routinely performed in an office environment

### **Work Experience**

#### ***Required***

- Five years related work experience, including one year supervisory work experience in public affairs or government service.

### **Education**

#### ***Required***

- Master's degree in related field, with Public Affairs preferred.

### **Safety**

#### ***Required***

- Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.