

# EXECUTIVE DIRECTOR QUALIFICATIONS

## Chapter 9-2 hrs

Be a person who, by reason of education or extensive experience, is generally recognized as being professionally qualified in the administration of programs in the fields of culture, the arts, history, and the humanities;

Be familiar with the people and cultures of Hawaii;

Position Description

### RECOMMENDED QUALIFICATIONS

A. Knowledges, Skills, and Abilities Required to Perform the Major Duties and Responsibilities

Knowledge of: State and federal laws, policies, rules and regulations governing the State Foundation on Culture and the Arts; public administration including planning and evaluation techniques; office practices and procedures; principles and practices of supervision; the arts, culture, history, and humanities generally, and as they pertain to Hawaii; and public relations.

Ability to: Work with the board to plan and organize activities to meet agency goals; develop sound recommendations based on findings and conclusions; direct and supervise staff; instill in staff a strong sense of teamwork; maintain effective liaison, cooperation, and adherence to program plans, policies, and procedures; make public presentations; communicate clearly and effectively, both orally and in writing; deal tactfully and skillfully with others; and represent the agency in an effective manner.

B. Education/Experience Required to Perform the Major Duties and Responsibilities

Recommended

Education: Graduation from accredited college or university

Recommended

Education: Two years of specialized experience in ethno-cultural and/or arts activities. Five years of supervisory experience. Two years of administrative experience. Substitutions are allowed for experience.