

# **Position Vacancy Announcement**

*Executive Director*

Governor's Mansion Authority

Salary: Pay Grade 80

\$52,663.20 - \$80,287.20

The Alabama Governor's Mansion Authority is seeking a self-motivated, high-performing executive director to oversee the operations of the Alabama Governor's Mansion complex.

The Alabama Governor's Mansion Authority is a state government entity established in 2011 through the "First Lady Dianne Bentley Governor's Mansion Preservation Act". The Authority is charged with preserving, operating and maintaining the Governor's Mansion, also known as the Ligon House, located on South Perry Street in Montgomery, Alabama; the adjacent historic property known as the John Blue-Hill House on South Perry Street; and several other smaller structures located within the Governor's Mansion Complex. The Governor's Mansion Complex includes the state-owned property within the area bounded on the north by Cromwell Street, bounded on the east by South Perry Street, bounded on the south by Finley Avenue, and bounded on the west by South Court Street.

## **Position Summary**

The Governor's Mansion Executive Director will act as the administrator of the Governor's Mansion complex, overseeing the finances, staff, day-to-day operations of the Governor's Mansion complex, and coordinating tours and other special events. In addition, the Governor's Mansion Executive Director will act as the primary liaison between the First Family, the Office of the Governor and the Governor's Mansion Authority.

The Governor's Mansion Executive Director is an unclassified position and is appointed by the Governor's Mansion Authority. The appointed employee will accrue sick and annual (vacation) days as well as retirement benefits while employed by the Authority. The position will require working nights and weekends as needed for management of special events.

## **Education and Experience**

Bachelor's degree from an accredited college or university in History, Public History, Historic Preservation, Architecture, Planning, Public Administration, Business Administration or a related field, preferably supplemented by a Master's degree in a comparable area.

AND

Seven (7) years of responsible managerial experience including historic facility management, historic preservation, museum management or cultural program management.

- Experience with historic facility management or museum management
- Excellent written and oral communication skills
- Strong interpersonal skills, ability to build relationships, and ability to work cooperatively
- Must be able to communicate and coordinate with multiple groups including the First Family, Office of the Governor, civic organizations and the general public
- Good computer skills, preferably with Microsoft Office suite of programs
- Solid organizational, managerial, leadership and planning skills
- Ability to coordinate and supervise staff
- Ability to organize, schedule and coordinate events
- A demonstrated ability to prepare and administer a budget

### **Job Responsibilities**

- Oversees the day-to-day operations at the Governor's Mansion Complex
  - Responsible for the maintenance of the Governor's Mansion Complex including the facilities and grounds
  - Supervises the staff assigned to the Governor's Mansion Authority
- Acts as a liaison between the Governor's Mansion Authority and the First Family, including the coordination of daily operations with the First Family's schedule, coordination and scheduling of school and group tours and coordination of events hosted by the First Family
- Responsible for managing the property at the Governor's Mansion including preservation of the historic structures, maintaining all structures and grounds within the Governor's Mansion Complex and the management of state property assigned to the Governor's Mansion Authority including the historic collection
- Responsible for providing continuity between gubernatorial administrations including the coordination of all transitions, accounting of property during transitions, introductions and orientation for new administrations, and maintenance and cleaning between transitions
- Responsible for coordinating meetings of the Governor's Mansion Authority, preparing agendas, and informing the Governor's Mansion Authority regarding the operation and activities at the Governor's Mansion Complex.
- Responsible for implementing the policies and procedures adopted by the Governor's Mansion Authority
- Responsible for coordinating requests and activities of affiliated entities that support the purpose of the Governor's Mansion Authority for the historic preservation and operation of the Governor's Mansion Complex
- Responsible for the administrative duties required of a state agency including preparing an annual budget for the Governor's Mansion Authority, managing agency financial spending, and acting as Property Manager

The salary for this position will be determined by the Governor's Mansion Authority in accordance with State of Alabama laws and regulations. The Executive Director shall also

receive the regular benefits afforded to State employees. A completed application packet consists of:

1. An Application for Executive Director of the Governor's Mansion Authority, which is located on the State Personnel Department's website at [www.personnel.alabama.gov](http://www.personnel.alabama.gov);
2. A cover letter relating to the applicant's experience as outlined in this vacancy announcement.
3. A current resume not to exceed two (2) pages;
4. The names and contact information (including telephone numbers) of three references.

**Application packets must be received by September 18, 2015 and should be addressed to:**

Executive Director of Alabama Governor's Mansion Authority Selection Committee  
PO Box 5037  
Montgomery, AL, 36111

OR

Submitted via email to: [personnel@personnel.alabama.gov](mailto:personnel@personnel.alabama.gov)

All initial applications will be treated as confidential. After a thorough review of all available information, the search committee will determine a final list of candidates. The final candidates will be notified and only the names of candidates who choose to move forward with the interview and selection process will be made public. All other applications will remain confidential. A background check will be conducted on all final candidates.

The Selection Committee expects to compile its final list of candidates by October 5, 2015. The Governor's Mansion Authority anticipates that the selection of the new Executive Director will occur by October 19, 2015.