

**City of Somerville, Massachusetts
Job Description**

Position Title:	Director of Arts Council	Grade Level:	NU6
Department	Arts Council	Date:	02/13/2016
Reports to:	Mayor	FLSA Status	Exempt

Statement of Duties

The employee is responsible for all aspects of the Arts Council’s operations including supervision of staff, planning, implementation and evaluation of programs, contractors and consultants. Employee is required to perform all other similar or related duties.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Conducts meetings with subordinates to give guidance, answer questions and encourages training and program opportunities.
- Responsible for the raising of funds to develop and implement public programs.
- Provides advice and support to the Mayor and department heads regarding Arts Council services and to ensure that arts and cultural needs are addressed in their policies, i.e. Health, ISD, OSPCD.
- Supervises and directs the development and implementation of year-round events and services to meet the diverse needs of the citizens of Somerville.
- Coordinates and interacts with other agencies and local constituent groups.
- Interacts with public concerning events and incidents that arise as a result of programs offered.
- Conducts research regarding possible new arts council programs and services based on consumer interests and feedback.
- Monitors contracts with special service providers to ensure quality programs and services.
- Oversees public art initiatives and administers the Local Cultural Council grant program.
- Develops and manages a citizen volunteer program to participate in various cultural programs.
- Develops and administers the department’s operating budget.
- Prepares and administers contracts and agreements with businesses, local and state agencies.
- Identifies, applies and administers local, state and national grants in support of department operations and services.
- On behalf of the City, serves as an advocate of arts-related programs and services.
- Prepares and submits various administrative and programmatic reports as requested.
- Conducts market analysis to ensure that programs meet the consumer’s needs
- Provide support, guidance and structure to the Mayor’s public Arts Council board.

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Supervision Required

(40 pts)

Under administrative direction for a department or function, working from municipal policies and objectives; individual establishes short-range plans and objectives, own performance standards and assumes direct accountability for department results; and may act as an independently elected official over a department. Consults with supervisor only where clarification, interpretation, or exception to municipal policy may be required. The employee is responsible for the development and implementation of departmental policies, goals, objectives and budgets. The employee is also expected to attempt to resolve conflicts which arise and coordinate with others as necessary.

Supervisory Responsibility

(60 pts)

Employee is accountable for the direction and success of all department programs accomplished through others. The manager is responsible for analyzing program objectives, determining the various work operations needed to achieve them, estimating the financial and staff resources required, allocating the available funds and staff, reporting periodically on the achievement and status of the program objective; and recommending new goals. The manager typically formulates or recommends program goals and develops plans for achieving short and long-range objectives; determines organizational structure operating guidelines and work operations; formulates, prepares and defends budget and manpower requests and accounts for effective use of funds and staff provided; coordinates program efforts within the unit and with other departments; delegates authority to subordinate supervisors and holds them responsible for the performance of their unit's work; reviews work in terms of accomplishment of program objectives and progress reports, approves standards establishing quality and quantity of work; and assists or oversees the personnel function, including or effectively recommending hiring, training, and disciplining of employees.

Accountability

(50 pts)

Duties include department level responsibility for technical processes, service delivery, and contribution to municipal wide plans and objectives and fiscal responsibility for the department including buildings, equipment and staffing utilization. Consequences of errors, missed deadlines or poor judgment could severely jeopardize department operations or have extensive financial and/or legal repercussions to the municipality.

Judgment

(70 pts)

Guidelines only provide limited guidance for performing the work. They may be in the form of administrative or organizational policies, general principals, legislation or directives that pertain to a specific department or functional area. Extensive Judgment and ingenuity are required to develop new or adapt existing methods and approaches for accomplishing objectives or to deal with new or unusual requirements within the limits of the guidelines or policies. The employee is recognized as the department or functional area's authority in interpreting the guidelines, in determining how they should be applied, and in developing operating policies and practices.

Complexity

(20 pts)

The work consists of employing many different concepts, theories, principles, techniques and practices relating to an administrative field. Assignments typically concern such matters as

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studying trends in the field for application to the work; assessing services and recommending improvements.

Nature and Purpose of Personal Contacts **(50 pts)**

Relationships are constantly with co-workers, the public, groups and/or individuals such as civic leaders, peers from other organizations, and representatives of professional organizations. Periodically, the employee is required to work with local, state, and federal officials. The employee serves as a spokesperson or recognized authority of the organization in matters of substance or considerable importance, including departmental practices, procedures, regulations or guidelines. May be required to discuss controversial matters where tact is required to avoid friction and obtain cooperation.

Confidentiality **(20 pts)**

Regular access at the departmental level to a wide variety of confidential information, including personnel records, client records, criminal investigations, court records, financial records.

Recommended Minimum Qualifications **(60 pts + 90 pts = 150 pts)**

Education and Experience: Bachelor's Degree in social sciences, humanities, or a related arts field and seven (7) to ten (10) years' experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job. Master's degree preferred.

Special Requirements

Valid Driver's License

Knowledge, Abilities and Skill

Knowledge: Knowledge of the principles and practices of planning, supervising and evaluating community-based art activities; considerable knowledge of the principles and practices of fund raising. Knowledge of the principles and practices of effective budgetary management. Working knowledge of computer hardware and software in support of department operations. Knowledge of arts infrastructure on a local and state-wide level.

Abilities: Ability to establish and maintain effective working relationships with people of all ages, incomes and backgrounds; ability to develop innovative cost-effective programs to meet community needs; ability to prepare and administer budgets; ability to recruit, train and supervise subordinate personnel effectively. Ability to utilize data based systems to assist in the design and evaluation of programs; ability to prepare reports and maintain records in a detailed and organized manner. Ability to deal tactfully with disgruntled members of the public as well as a diverse array of a constituency. Ability to communicate clearly and effectively in both written and oral forms.

Skills: Excellent customer service skills; skill in coordinating various programs and projects simultaneously; effective written and verbal communication skills. Excellent fund raising skills.

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Work Environment

(50 pts)

The work environment is an equal mix of office work and field work. The office work involves everyday discomforts typical of offices, with occasional exposure to outside elements. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant. The field work requires moderate intermittent physical strength and effort daily, such as, lifting heavy objects, carrying the object(s) and stacking them or placing them in a vehicle or storage area. In addition, pulling, pushing, standing or walking for the full work day may also be involved. A great deal of physical effort must be exerted at this level. Additionally, the employee may be required to work beyond normal business hours in response to attend evening meetings or complete work assignments.

Physical and Mental Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Physical Skills

While a majority of the time the position is spent in the office, during peak event season physical demands are required to perform the work. In-office labor involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing with occasional lifting of objects such as books, office equipment and computer paper. For events, more rigorous activity will be required which includes: standing/walking distances for up to 3 hours or more, loading/unloading festival supplies, the ability to get up and down ladders comfortably, and the ability to lift objects (up to 40-50 lbs.)

Motor Skills

Duties are largely mental rather than physical, but the job may occasionally require minimal motor skills for activities such as moving objects, operating a telephone, personal computer and/or most other office equipment including word processing, filing and sorting of papers.

Visual Skills

Visual demands require constantly reading documents for general understanding and analytical purposes.

(Total pts: 510)