



City of Tempe

DEPUTY COMMUNITY SERVICES DIRECTOR – ARTS AND CULTURAL SERVICES

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	021		<i>FLSA Status:</i>	Exempt
<i>Department:</i>	Community Services		<i>Salary / Hourly Minimum:</i>	\$107,287
<i>Supervision Level:</i>	Deputy Director		<i>Salary / Hourly Maximum:</i>	\$144,837
<i>Employee Group:</i>	SMT		<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Unclassified		<i>Market Group:</i>	Deputy City Manager
<i>Drug Screen / Physical:</i>	N	N	<i>EEO4 Group:</i>	Officials and Administrator

DISTINGUISHING CHARACTERISTICS

REPORTING RELATIONSHIPS

Receives general direction from the Community Services Director or from other city management staff.
Exercises direct supervision over professional, technical and clerical staff.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Five years of professional experience in arts and/or cultural administration, including supervisory responsibility. Experience managing a performing arts center highly desirable.
<i>Education:</i>	A Bachelor's degree from an accredited college or university with major course work in arts administration, public administration, or a degree related to the core functions of this position. A Master's degree in arts administration is highly desirable.
<i>License / Certification:</i>	None

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To manage, direct, and coordinate the programs and activities of the Arts and Cultural Services Division including arts education, the Public Art Program, the Art in Private Development Program, the Tempe History Museum, and the Tempe Center for the Arts.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Recommend division goals and objectives; assist in the development of policies and procedures; develop and administer programs designed to meet the arts and cultural needs of youth; adults and families in the community.
- Be a results oriented leader and develop an organizational culture that supports a cohesive, creative, and productive staff; embody and provide positive and collaborative leadership to staff; cultivate an environment with the highest ethical standards.
- Direct, oversee and participate in the development of the Division work plan; assign work activities, projects and programs; monitor work flow; implement policies and procedures; review and evaluate work products, methods and procedures.
- Work in collaboration with the General Manager to establish the production and presenting season programs at the TCA.
- Oversee and participate in the preparation of grant proposals; administer and monitor awarded grants.
- Prepare and implement the Division budget (General Fund, Municipal Arts Fund, Performing Arts Fund) with the division managers participate in the forecast of additional funds needed for staffing, equipment, materials and supplies; administer the approved budget.
- Select, train, motivate and evaluate personnel; work with employees to correct deficiencies; implement discipline procedures; recommend employee terminations.
- Serve as liaison to the Tempe Arts and Cultural Commission; translate goals, objectives and recommendations of commission into programs, projects and activities.
- Respond to and resolve difficult and sensitive inquires and complaints.
- Provide technical assistance to staff, groups and agencies.
- Coordinate division activities with other city departments and outside agencies, organizations and boards.
- Provide pro-active performance planning utilizing performance management tools.
- Perform related duties as assigned.
- Physically present to perform the duties of the position.

PHYSICAL DEMANDS *AND* WORK ENVIRONMENT

- Pending

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies</p>		

JOB DESCRIPTION HISTORY
<p><i>Effective January 2016</i> <i>Revised December 2017 (updated job duties)</i></p>