

CULTURAL COMMISSION STAFF REPORT

MEETING DATE: March 15, 2016

AGENDA ITEM NUMBER: 3D

STAFF: Joel Dunn, Executive Director - Carson City Visitors Bureau
Vern L. Krahn, Senior Park Planner

REQUEST: Discussion only on the job description for the Arts and Culture Coordinator. (Joel Dunn / Vern L. Krahn)

GENERAL DISCUSSION: As the Commission knows, the Board of Supervisors will vote on the formal adoption of the Arts and Culture Master Plan and 1% Room Tax increase on Thursday, March 17, 2016. The original date for plan adoption had to be postponed because more time was needed to develop the Arts and Culture Coordinator's job description for the Arts and Culture Municipal Agency and how the 1% Room Tax funds would be budgeted to support the agency, including the Arts and Culture Coordinator position.

Staff felt it was important that both the adoption of the Master Plan and Room Tax increase needed to be together on the same Board of Supervisors' meeting agenda. By approaching it this way, the Board of Supervisors can see a complete picture on how both the Master Plan and the 1% Room Tax increase, including the job description and the agency's budget information can work together to complement each other and ultimately be successful for the community.

Over the past three weeks, City, Nevada Arts Council (NAC), and Visitor Bureau (CCVB) staffs, including Supervisor Abowd and Chairperson Bugli have been working to draft an Arts and Culture Coordinator's job description (Exhibit A). Both City and CCVB staff(s) will be present at this meeting to take comments from the Commission and the public on the proposed job description.

RECOMMENDED ACTION: This agenda item is for informational purposes only. No formal action can be taken at this time.

Exhibit A

JOB DESCRIPTION

JOB TITLE: Arts & Culture Coordinator	FLSA:	Exempt
OFFICE: Carson City Visitors Bureau (CCVB)	GRADE:	
REPORTS TO: CCVB Executive Director	DATE:	Mar. 2016

SUMMARY OF JOB PURPOSE:

Programs, organizes, implements and evaluates programs, events and activities that promote arts education, fine arts, visual arts, special events, public and community art projects, performing arts, exhibitions and festivals; organizes and conducts outreach efforts and collaborates with community groups, schools and other arts organizations to promote program awareness and advance the overall efforts of Carson City's arts and culture programs, as adopted in the Carson City Arts & Culture Master Plan.

ESSENTIAL FUNCTIONS:

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

- Plans, implements, acquires and oversees Carson City's public art program; coordinates the process for selecting artists for commissioned projects including writing and distributing RFPS/RFQs and coordinating selection panels; write, negotiates, and monitors contracts with artists for the purchase of artwork and commissioning of public art; serves as a liaison with City departments/offices and outside agencies through design development, review of projects which include a public art element; develops, implements, and monitors service contracts for the maintenance and conservation of public art owned by the Bureau/City.
- Conducts extensive community outreach efforts; develops methods and opportunities for community input and participation; organizes and facilitates workshops, classes and public presentations; serves as a liaison between artists, City Departments/Offices, designers, architects, landscape architects and community groups; prepares and posts Carson City Cultural Commission meeting agendas and supporting documents; drafts reports and presents to the Carson City Cultural Commission, City staff, the Carson City Board of Supervisors, while reporting to the Carson City Visitors Bureau.
- Develops, implements and oversees arts and cultural programs; recommends, develops, and implements short/long term-goals, objectives, and projects; creates and seeks partnership opportunities with non-profit organizations, schools and other organizations and businesses to advance the overall goals of the program, the Carson City Visitors Bureau; the Carson City Cultural Commission and the City; evaluates and modifies programs for maximum efficiency and customer satisfaction by reviewing current standards and programs, conducting participant surveys and researching similar programs; prepares and presents program reports; markets and generates awareness for programs and projects by assisting in the development of collateral, updates for websites, community calendar and social media platforms; prepares information for quarterly brochure and e-blasts.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.

JOB DESCRIPTION

Arts & Culture Coordinator

- Implement and manage Carson City's Arts & Culture Master Plan as adopted.
- Manages and participates in the development and implementation of program funding and budget; researches, submits and administers applicable federal, state and local grants; generates funds through contacts with private sector organizations, non-profit organizations, foundations, government entities and other sources.
- Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommend and administer policies and procedures.
- Communicate and confer with a variety of community organizations; agencies, special interest groups, and concerned citizens regarding services and programs; elicit opinions and relevant feedback, answer questions and address concerns, facilitate productive discussions, and represent the Carson City Visitors Bureau, Carson City Cultural Commission and the City in a positive and effective manner.
- Participate in a variety of activities to enhance community relations; develop and manage outreach efforts and activities to enhance program visibility within the community; make presentations, attend meetings and events, and participate in community organizations.
- Review, analyze, evaluate and summarize a variety of narrative and statistical data and feedback regarding assigned programs and projects to monitor success in terms of utilization, customer satisfaction, cost effectiveness, return on investment and over-all value to the community; initiate and monitor necessary changes and modifications to current services as well as updating future planning and projections accordingly.
- Prepare contracts; inspect or supervise on-site public art installations and/or the delivery of contracted services; evaluate completed work for project acceptance.
- Coordinate plans for maintaining public art.
- Serve as subject matter expert and the liaison for the Carson City Visitors Bureau, Carson City Cultural Commission and City; negotiate and resolve sensitive and controversial issues.
- Serve as staff for the Carson City Cultural Commission; prepare, post and present agenda, supporting documents, staff reports and other necessary correspondence.
- Serve as staff for a variety of Boards, Committees and Commissions; prepare and present staff reports and other necessary correspondence.
- Attend and participate in professional organizations; maintain awareness of new trends and developments in the field of arts administration and public art; incorporate new developments as appropriate.
- Uses standard office equipment, including a computer, in the course of the work; drives a personal motor vehicle to attend meetings and visit off-site locations.
- Demonstrates courteous and cooperative behavior when interacting with elected officials, clients, visitors, and staff; acts in a manner that promotes a harmonious and effective workplace environment.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:

Bachelor's degree with major course work in cultural planning, arts, public administration, or a related field and three (3) years of arts and culture experience; OR an equivalent combination of education, training and experience as determined by Human Resources.

Required Knowledge and Skills

Knowledge of:

- Operational characteristics, services and activities of an arts and culture program.
- Principles and practices of cultural, visual and performing arts development and administration.
- Principles and practices of program development and administration.
- Recent and on-going developments, current literature, and sources of information related to cultural, visual, and performing arts planning and administration.
- Cultural needs of various age groups.
- Principles and procedures of implementing and directing public arts and cultural service programs and the development of such programs through community participation.
- Principles and practices of governmental agency budget development, administration, implementation and reporting.
- Principles and practices of grant writing, fundraising and contract management.
- Applicable laws, codes and regulations.
- Computer applications related to the work.
- Business mathematics
- Records management principles and practices.
- Techniques for dealing with a variety of individuals, at all levels of responsibility, in person and over the telephone, often where relations may be confrontational or strained.
- Communicating effectively in oral and written forms.

Skill in:

- Overseeing and participating in the management of a comprehensive arts and culture program.
- Participating in the development and administration of goals, objectives and procedures.
- Preparing and administering grant proposals, reports, letters of inquiry and large program budgets.
- Identifying, developing and implementing art and culture programs to meet community needs.
- Understanding and implementing oral and written directions in an independent and effective manner.

JOB DESCRIPTION

Arts & Culture Coordinator

Skill in:

- Determining, planning, managing, and evaluating public arts and culture services and programs suited to the needs of the community.
- Managing facilities and/or use permits.
- Conducting meetings and facilitating communications in a clear, concise and positive manner.
- Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions and implementing recommendations in support of goals.
- Researching, analyzing and evaluating new service delivery methods and techniques.
- Coordinating multiple projects and complex tasks simultaneously.
- Assisting in the preparation of valid funding projections.
- Interpreting, applying and explaining complex federal, state and local laws, regulations and policies related to the areas of responsibility.
- Preparing clear and concise reports, correspondence and other written materials.
- Using initiative and independent judgment within general policy guidelines.
- Establishing and maintaining effective work relationships with staff, coworkers, contractors and the public.
- Ensuring proper authorization and documentation for disbursements and other transactions.

SUPERVISION RECEIVED AND EXERCISED:

- **Under Direction** - Assignments and objectives are presented to incumbents at this level and established work processes are to be followed. Incumbents have some flexibility in the selection of work methods, the timing of work processes, and the methods of completing tasks. Supervision is periodic and is usually initiated by employee and/or when important problems, significant changes from past procedures, and policy implications are involved.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

- Valid driver's license

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

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

Mobility to work in a typical office setting, use standard office equipment and stamina to sit for extended periods of time; strength to lift and carry up to 20 pounds; vision to read printed materials; and hearing and speech to communicate in person or over the telephone; exposure to traffic conditions and external environment when traveling from one office to another.

CONDITIONS OF EMPLOYMENT:

1. *This classification is considered FLSA exempt and is an at-will position. As such, the incumbent may be terminated at any time for any reason, or no reason.*
2. *Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____ **DATE:** _____

“The Carson City Visitors Bureau is an Equal Opportunity Employer”

CARSON CITY VISITORS BUREAU SALARIES & BENEFITS

using FY17 Benefit costs

CCVB UNC MANAGER M1(3)		
<u>Proposed Annual Hours</u>	Bottom of Range	Top of Range
Hourly Rate	27.4582	41.1873
Hours	2080	2080
SALARIES & WAGES		
SALARIES 0101	57,113.06	85,669.58
HOURLY/SEASONAL 0102	N/A	N/A
SHIFT DIFFERENTIAL 0104	N/A	N/A
MANAGEMENT LEAVE 0106	N/A	N/A
ANNUAL LEAVE 0107	N/A	N/A
SICK LEAVE 0108	N/A	N/A
OVERTIME 0111	N/A	N/A
FLSA 0114	N/A	N/A
HOLIDAY PAY 0116	N/A	N/A
SALARIES AND WAGES TOTAL	57,113.06	85,669.58
LEAVE PAYOUT (120 hrs)	3,294.98	4,942.48
	60,408.04	90,612.06
* EMPLOYEE BENEFITS		
1.45 % MEDICARE 0225	828.14	1,242.21
28% RETIREMENT 0230	15,991.66	23,987.48
GROUP INSURANCE 0240	9,787.00	9,787.00
1.45 % WORKERS COMP. 0250	615.00	615.00
CAR ALLOWANCE	0.00	0.00
PHONE ALLOWANCE 0271	0.00	0.00
EMPLOYEE BENEFITS TOTAL	27,221.79	35,631.69
Total	87,629.83	126,243.76
Marathon Fee	0.00	0.00
Total Cost	87,629.83	126,243.76

*CCVB Unclassified Employee Benefits

- Nevada PERS Employer Paid - Participants are vested in the system after five years.
- No Social Security
- Medicare deduction of 1.45% of salary
- Eleven paid holidays
- Vacation leave plan
- Sick leave plan
- Medical, dental, vision and life insurance plan. Bureau pays 100% of employee cost, with dependent coverage provided at a significantly subsidized rate.
- Worker's Compensation
- Employee assistance plan
- Deferred Compensation (457b) plans available
- Voluntary additional insurance plans available
- Flexible spending (IRS 125) plans available