



City of Tempe

DEPUTY COMMUNITY SERVICES DIRECTOR – ARTS AND CULTURAL SERVICES

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	021	<i>Department:</i>	Community Services
<i>Supervision Level:</i>	Deputy Director	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Unclassified**	<i>Market Group:</i>	Deputy City Manager
<i>Safety Sensitive / Drug Screen:</i>	No	<i>Physical:</i>	No

Click [here](#) for more job classification information including current salary range

****This classification is unclassified, which means the employee or the City can terminate the employment relationship at any time, for any or no reason, with or without cause or notice.**

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 (5) years of experience in arts and/or cultural administration, including management of museum(s), cultural facilities, performing arts, public arts, art in private development, or community art engagement. Three (3) years of supervisory responsibilities.
<i>Education:</i>	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 preferred.

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.

- Develop, recommend and direct the implementation of division goals and objectives, policies, procedures, strategic priorities and measures in accordance with the core values of the City; Creativity, Diversity, Integrity, Quality, Openness, People and Respect.
- 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.
- Develop and improve access to arts and culture through identifying and removing barriers to participation in arts and culture; devising and implementing strategies to improve social equity in access to arts and cultural facilities and events; identifying target groups for the City's arts and culture initiatives and devising and implementing activities to engage with them.
- Perform job duties adequately and properly; follow personnel, department policies, and operating procedures.
- Motivate, inspire, lead and evaluate personnel; collaborate and work with employees to build and maintain an inclusive team atmosphere that provides excellent and innovative Arts and Culture services that positively impacts the community.
- Direct, oversee and participate in the development of the Division work plan; assign work activities, projects and programs; monitor workflow; implement policies and procedures; review and evaluate work products, methods and procedures.
- Oversee and participate in the preparation of grant proposals; administer and monitor awarded grants.
- Prepare and implement the Division budget (Arts and Culture Fund) with the division managers participate in the forecast of additional funds needed for staffing, equipment, materials and supplies; administer the approved budget.
- 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 continuous effort to improve operations, streamline work processes, and work cooperatively and jointly with staff team to provide quality programs, productions and community education in Arts and Culture.
- Provide pro-active performance planning utilizing performance management tools.
- Perform related duties as assigned.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Work is performed in a general office environment with moderate noise;
- Operate a variety of standard office equipment including a computer, telephone, calculator, copy machine;

- Continuous and repetitive arm, hand and eye movement;
- May work in a stationary position for considerable periods of time;
- May lift and carry materials weighing up to 25 pounds;
- May require extensive reading and close vision work;
- May require working extended hours;
- May work alone for extended periods of time;
- May travel to/from meetings and various locations.

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

Effective January 2016
Revised December 2017 (updated job duties)
Revised January 2021 (update job duties)