

**City of San José  
CLASS SPECIFICATION**

**ARTS PROGRAMS COORDINATOR FT/PT(6311/6318)**

<b>CLASS CODE:</b> 6311/6318		
<b>DEPARTMENT:</b> Convention, Arts & Entertainment	<b>ACCOUNTABLE TO:</b> Varies	<b>FLSA STATUS:</b> Non-exempt

**CLASS SUMMARY:**

Performs work of considerable difficulty in the administration and coordination of arts programs, including developing and recommending content, administering and coordinating implementation, and monitoring and preparing reports for City-sponsored programs, under general direction. Performs other related work as required.

**DISTINGUISHING CHARACTERISTICS:** This classification is responsible for generating interest in the City’s Arts Programs, and the development of visual and performing arts programs and projects representative of the community’s ethnic and cultural diversity. Positions within the class provide grants support, leadership, technical and program support to artists and arts organizations participating in currently established City programs in arts and cultural education, arts community development, neighborhood arts projects and public art. The position typically reports to the Senior Arts Programs Coordinator. It differs from the Senior Arts Programs Coordinator in that the Senior Arts Programs Coordinator manages multiple art programs and may supervise the Arts Programs Coordinator.

**QUALIFICATIONS (These qualifications are typically required. An equivalent combination of education, experience, knowledge, skills, and abilities sufficient to satisfactorily perform the duties of the job may be substituted.)**

**Education and Experience:** Bachelor’s Degree in related field such as Arts, Public Administration, Business Administration, Education and two (2) years of experience administering arts programs for community entities.

**Required Licensing:** Possession of valid California motor vehicle driver’s license.

**Minimum Knowledge, Skills and Abilities (position requirements at entry and depending on area of assignment):**

- Knowledge of principles and practices of non-profit arts management.
- Knowledge of contracting procedures; contract development and contract negotiations.
- Knowledge of principles and practices of grants administration.
- Knowledge of basic accounting procedures.
- Knowledge of principles and practices of supervision.
- Skills in basic use of computers and related equipment.
- Ability to communicate effectively, both orally and in writing.
- Ability to establish and maintain effective working relationships with artists, non-profit community groups, public agencies and officials, co-workers, school personnel and others, as required.

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**Desirable Qualifications (likely to contribute to more successful job performance; can often be learned on the job):**

- Knowledge of principles and practices of public art, arts and cultural education, community arts development and/or community-based programs.
- Knowledge of management techniques.
- Knowledge of City municipal processes, structures and programs.
- Knowledge of City policies and procedures regarding arts programs.
- Skills in using Microsoft Word, Excel, FileMaker Pro, and Microsoft Project.
- Ability to administer and implement projects within a specific arts program category.
- Ability to maintain positive community relations and address cultural pluralism issues.
- Ability to exercise independent judgment, when necessary, on issues related to the specific program categories.

<b>DUTY NO.</b>	<b>TYPICAL CLASS ESSENTIAL DUTIES:</b> Duties may include, but are not limited to, the following:	<b>FRE-QUENCY</b>
1.	Coordinates projects within specific arts program categories.	Daily
2.	Develops and recommends guidelines and procedures, within the appropriate arts program, for review by Senior Arts Programs Coordinator supervisor.	Weekly
3.	Develops and recommends project budgets and monitors project expenditures.	Monthly
4.	Develops and monitors project work schedules from beginning to completion.	Daily
5.	Coordinates work performed by contractors, artists and technical consultants and advises supervisor on status.	Daily
6.	Organizes and assists with informational workshops, community outreach meetings and/or training opportunities as required for project/program participants.	As Required
7.	Develops and distributes public information materials related to the development and execution of programs and projects.	Monthly
8.	Attends or participates in evening and/or week-end activities and events, as necessary to fulfill the requirements of the position.	As Required
9.	Prepares memos, analyses and reports on programs and projects for review by supervisor.	Weekly
10.	Assists supervisor in preparation for meetings of the Arts Commission Standing Committee responsible for the appropriate arts program, attends meetings, and maintains records of proceedings.	As Required
11.	Maintains appropriate files, mailing lists, inventory	Daily

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12.	Coordinates implementation of grant, RFP and RFQ application and selection processes specific to the arts program category.	As Required
13.	Coordinates with vendors, consultants, artists and arts organizations for on-going program and/or project schedules and related requirements.	Daily
14.	Serves as communication liaison between programs and participants.	Daily
15.	Performs other duties of a similar nature or level.	As Required

**PHYSICAL REQUIREMENTS**

	Climbing		Kneeling		Crawling
	Balancing	X	Lifting	X	Reaching
X	Stooping	X	Fingering	X	Standing
X	Talking	X	Grasping	X	Walking
X	Hearing		Feeling		Pushing
	Crouching				

  X   *Medium Work*: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

**CLASSIFICATION HISTORY**

Revised 11/03, s002