



## City of Irving Job Description

### Arts Assistant Executive Director - Administration

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<b>FLSA Status:</b>	EXEMPT	<b>Job Department:</b>	Arts & Culture
<b>Job Code:</b>	03021	<b>Reports To (Job Title):</b>	Executive Director of Arts and Culture

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#### **PURPOSE**

To manage the department's administrative operations while working directly with the Executive Director to ensure the department functions in an efficient and effective manner, providing an environment conducive to accomplishing the goals of the Arts & Culture department.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.\*

- Provide overall financial management and oversight; manage and oversee all financial and business planning activities, oversee reporting and monitoring of organization's performance metrics and ensure that relevant financial data is presented to the Executive Director and senior management.
- Supervise financial/banking/of the Arts & Cultural department.
- Manage operation's functions, including risk management and legal activities, business insurance, information technology including network, data base system, Wi-Fi, cell phones and telephone system, organizational reporting and monitoring, and office management.
- Manage segments of information technology and human resources with internal communications and budget/financial duties.
- Serve as a Key Liaison to Board of Directors, overseeing the development, organization and preparation of agenda and materials for meetings; oversee travel activities.
- Partner with Executive Director in essential internal Arts & Culture leadership activities (human resources, administration and organization planning).
- Implement goals and objectives and directives of the Executive Director and the policies of the Irving Arts Board.
- Oversee all office operations in the absence of the Executive Director.
- Perform related duties as assigned.

#### **OTHER DUTIES AND RESPONSIBILITIES**

- Oversee Contract Management.
- Oversee purchasing for department.
- Respond to Open Records Request.

## **SUPERVISORY RESPONSIBILITIES**

Organizational Supervision - Applies to full personnel management responsibilities including selection, discipline, grievances and formal performance evaluations for a position's direct reports plus all employees reporting up through subordinates, which will include approximately 3 employees.

Functional and Technical Supervision - Regular responsibility for giving direction and guidance to employees as a lead worker, project manager or internal advisor. As an ongoing part of the position, the employee can expect to supervise approximately 20 employees.

## **FINANCIAL / BUDGETARY RESPONSIBILITY**

Responsible for the development, coordination and monitoring of the Arts & Cultural department budget, which totals approximately \$9.1 million.

## **QUALIFICATIONS:**

The requirements listed below are representative of the knowledge, skill, and/or ability required.\*

### **EDUCATION**

- A Master's in Theater, Marketing, Administration, or another related field of study; *or*
- An equivalent qualification, such as a Bachelor's in a related field of study *and* two (2) years of additional experience.

### **EXPERIENCE**

- Seven (7) years of experience in related positions, with at least five (5) years of supervisory experience, and three (3) years working with a Board of Directors.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- Appropriate, valid, state-issued driver's license, or ability to obtain one on hire, may be required.
- Certified Public Investments Officer

### **KNOWLEDGE OF**

- Administration and Management: principles and processes involved in business and organizational planning, coordination, and execution. This includes strategic planning, resource allocation, manpower modeling, leadership techniques, and production methods.
- Accounting: Principles and practices including general ledger, accounts payable, accounts receivable, cash management, and financial statements.
- Internal Audit: Principles and practices of internal audits of IAC operations.
- Applied Math: Concepts such as fractions, percentages, ratios and proportions.
- Statistical Principles: Principles and processes dealing with the collection, analysis, interpretation, and presentation of quantitative data.

- Personnel and Human Resources (HR): Policies and practices involved in personnel/HR functions, including selection, supervision, training, performance evaluations, and termination.
- Arts Operations, including facilities, booking, ticketing, exhibitions, and grants administration.
- English Language: The structure and content of the English language, including the meaning of words and grammar.
- Office Systems: Administrative and clerical procedures and systems such as word-processing, filing and records management systems, form design principles, and other office procedures.
- Office Software: Current word processing, presentation, spreadsheet, and database programs used by the City.
- Industry Software: Sufficient familiarity with technology to use a variety of specialized industry software programs, such as Banner (financial/HRIS software), Kronos, CashPro, Envision/Intellcheck, Citrix, Ungerboeck (for booking), Audience View (for ticketing), PayPal (for transactions), performance measures reporting software, MinuteTraq (for agendas), CityWorks (p-Cards), and various vendor on-line software.

## **SKILLS AND ABILITIES IN**

- Critical thinking: Using logic and analysis to identify the strengths and weakness of different approaches.
- Judgment and Decision Making: Weighting the relative costs / benefits of a potential action.
- Systemic Analysis and Evaluation: Seeing the whole picture, including steps taken that led to a particular situation, and identifying issues that might arise and/or where the problem occurred.
- Active Learning: Working with new materials or information to grasp its implications.
- Active Listening: Listening to what others are saying and asking questions as appropriate.
- Reading Comprehension: Understanding written sentences and paragraphs in work documents.
- Cooperation: Establishing and maintaining positive working relationships with those contacted in the course of work
- System Ability: Multi-tasking by working with multiple software packages simultaneously.
- Budget Management: Developing plans and budgets; comparing them against actual activity.
- Personnel Management: Motivating, developing, and directing people as they work so as to produce desired effect in the actions of those under one's direction, identifying the best people for the job and delegating tasks appropriately and optimally.
- Oral and Reading Comprehension: Listening to and understanding information and ideas presented through spoken and/or written words and sentences.
- Speech Clarity: Speaking clearly so it is understandable to those listening.
- Oral and Written Expression: Communicating information and ideas in writing, as well as through speech, so others will understand.
- Deductive Reasoning: General rules to specific problems to come up with logical answers. This involves deciding if an answer makes sense or provides a logical explanation for why a series of seemingly unrelated events occur together.
- Inductive Reasoning: Combining separate pieces of information or specific answers to problems to form general rules or conclusions. This includes coming up with a logical explanation for why a series of seemingly unrelated events occur together.
- Flexibility: Transitioning with ease between tasks and/or roles in public service.
- Prioritization: Selecting, from multiple options, activities to achieve a goal. This includes resourcefulness in meeting goals.
- Planning: Sensing the environment and setting goals and objectives.
- Complex Problem Solving: Identifying problems and reviewing related information to develop and evaluate options and implement solutions.

## **GUIDANCE RECEIVED**

### **Priorities and Policies**

Organizational priorities and policies, along with professional standards and best practices, guide decisions and direction or advice given to others. Typically makes recommendations to superiors after considering various alternatives. Proactively addresses needed changes to policies, methods and procedures and obtains approval.

## **CONTACTS**

This position has daily interaction with staff members (Arts & Cultural, ICVB, City and Council) on all levels and weekly/monthly interaction with Board and Council members. Externally, this position engages with visitors daily and with vendors and art organizations on a weekly/monthly basis.

## **EQUIPMENT AND PROPERTY**

This position utilizes standard office equipment, such as: a computer, calculator, copier, fax, scanner, printer, and communication devices.

## **PHYSICAL DEMANDS**

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.\*

Position requirements include but are not limited to balancing, carrying, climbing, crawling, driving a vehicle, feeling, grasping, handling, kneeling, lifting (up to 25lbs), listening, pulling, pushing, reaching, running, seeing, sitting, standing, stooping, talking, walking, etc.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.\*

The work environment is a controlled business office; however, there are times in order to perform the job when the employee may have to work in confining spaces, dirty environment, extreme temperatures or weather conditions, air contamination (odors, etc.), improper lighting, noise etc.

\* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Note:** A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.