



<b>Job Title</b>	<b>Cultural Services Division Manager</b>	<b>FLSA Status</b>	<b>Exempt</b>
<b>Band</b>	<b>MGR</b>	<b>Probationary Period</b>	<b>12 Months</b>
<b>Zone</b>	<b>3</b>	<b>Job Code</b>	<b>19771</b>

**Class Specification – Cultural Services Division Manager**

<b>Summary Statement:</b>	
<p>The purpose of this position is to manage the operations, budget, and staff of the City’s Cultural Services Division. This is accomplished by managing annual City appropriation along with complex and diverse sources of non-city funding; developing and tracking strategic plans; preparing budget documents; supervising employees; making hiring decisions; creating mutually beneficial partnerships; working to resolve challenging customer service issues; utilizing high level communication skills; establishing marketing plans; conducting historical and cultural research; and producing and editing text for exhibition labels, publications, and annual reports. Other duties include a thorough understanding of established and emerging professional standards and best practices for museum management, historic preservation, interpretation, and related fields; and grant writing and administration of restricted grants and donations.</p>	
<b>Essential Functions</b>	Note: Regular and predictable attendance is an essential function in the performance of this job.
<b>Time %</b> <small>(All below must add to 100%)</small>	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
20%	Manages personnel by creating and evaluating annual performance plans; delegating duties; developing short and long range plans; aligning annual work plans with strategic planning documents; addressing issues related to poor performance, rewarding exceptional performance, and supervising volunteers and hourly staff.
20%	Performs financial management and budgeting by reviewing expenditure, revenue, and fundraising reports; creating spreadsheets and charts; evaluating project budgets; leading budget meetings; establishing spending and fundraising priorities and coordinating impact on work plans; revising and reprioritizing budgets as needed; and establishing strategies to grow and utilize revenue.
20%	Manages a wide array of concurrent projects; manages financial and human resources; creates project timelines; prioritizes projects based on strategic plans and financial resources; evaluates competitive bids; ensures projects match organizations vision and mission; utilizes databases, flow charts, and spreadsheets to track and evaluate performance.



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20%	Manages nonprofit governance structure by working with non-profit boards; serves as liaison between the city and the nonprofits; coordinates strategic planning retreats; conducts relationship building and board assessment activities; assists with board recruitment and new member orientation; coordinates diverse fundraising and donor recognition activities; sets annual budgets requirements and coordinates reimbursements; develops monthly board packets; and attends meetings and social functions.
20%	Provides public engagement and community outreach by working with community partners to develop mutually beneficial collaborative efforts; seeks ways to engage the public; identifies core audiences; oversees publications and marketing activities; conducts original research and serves as a guest lecturer; evaluates programs and exhibits; creates presentations; maintains customer service standards; addresses citizen inquiries and complaints; and meets with citizens, visitors, or constituents in a variety of settings.

<b>Competencies Required:</b>
Human Collaboration Skills: Communications are highly sophisticated and involve final decisions or recommendations regarding policy development and implementation. Interaction with others outside the organization requires exercising participative management skills that support team efforts and quality processes.
Reading: Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.
Math: Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Writing: Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

<b>Technical Skills Required:</b>
Advanced Skills and Knowledge: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.



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**Relevant Background and Formal Education:** Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

**Education:** Bachelor’s degree from an accredited college or university with major coursework in museum studies, history, art history or a related field.

**Experience:** Five years of full-time responsible museum administration experience including three years of management and administrative responsibility.

**Certifications and Licenses:** Must possess or be able to acquire the following certifications and/or licenses.

Certifications required in accordance with standards established by departmental policy.

**Supervision Exercised:**

Work requires managing and monitoring work performance by directing subordinate supervisors, including making final decision on hiring and disciplinary actions, evaluating program/ work objectives and effectiveness, and realigning work and staffing assignments, as needed.

**Supervision Received:**

Receives Administrative Direction: The employee normally performs the duty assignments within broad parameters defined by general organizational requirements and accepted practices. End results determine effectiveness of job performance.

**Fiscal Responsibility:**

This job title oversees budget preparation of a division or department budget. Reviews and approves expenditures of significant budgeted funds for the department or does research and prepares recommendations for organization-wide budget expenditures.

**Physical Demands:**

Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.



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<b>Environmental Conditions</b>	<b>Frequency</b>
Primary Work Environment	Office Environment
Extreme Temperature	Several Times per Month
Wetness and Humidity	Seasonally
Respiratory Hazards	Seasonally
Noise and Vibrations	Seasonally
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Rarely
Exposure to Communicable Diseases	Never

**Machines, Tools, Equipment, and Work Aids:** Computer, printer, copier, telephone, and standard office equipment.

**Specialized Computer Equipment and Software:** Microsoft Office.

*The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.*

Original date: September 2014