

ARTS COUNCIL ASSOCIATE DIRECTOR

DESCRIPTION: Under administrative direction of the Executive Director administers and supervises either program development, or administration and management for the Nebraska Arts Council. Handles agency policy, legislative, and financial issues and is responsible for the day-to-day supervision over the office and activities of the staff. Performs related work as required.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Develops and implements budget management procedures and prepares such reports for the Executive Director, the council or other agencies.

Serves as agency liaison with arts organizations, maintaining periodic contact through attending meetings and performances.

Serves as consultant to arts organizations to provide expertise in areas such as: program planning, financial management, grants, applications, meeting funding requirements and audience development.

Responsible for the Council's private funding efforts from business, industry, civic groups and foundations.

Supervises and evaluates the work of grants management staff; reviews weekly goals and objectives, tracks employee progress, provides direction and gives feedback on work progress; recommends personnel actions related to selection, discipline, performance, leave, grievances, work schedules, and assignments.

Coordinates grant applications made by the Council to state and federal agencies.

In cooperation with the Arts Council Program Director, oversees and coordinates the development of grant documents and contracts used to manage funds.

Develops cooperative efforts between Arts Council and other governmental and non-governmental entities.

Monitors payments to grant recipients to ensure the proper allocation/distribution of funds.

Maintains legislative scrutiny to determine need for revised and new legislation for the agency.

Assumes authority for the agency in the absence of the Executive Director.

ARTS COUNCIL ASSOCIATE DIRECTOR (continued)

FULL PERFORMANCE KNOWLEDGES, ABILITIES, AND SKILLS REQUIRED: (These may be acquired on the job and are needed to perform the work assigned.)

Knowledge of: state accounting and budgeting procedures; state, federal, and private funding procedure; state statutes as they apply to the Nebraska Arts Council; labor contracts and state personnel rules and regulations; and state legislative process.

Ability to construct agency budget documents; analyze pending legislative actions for applicability to the Nebraska Arts Council; make and defend decisions; work independently; set goals and objectives; supervise staff to meet agency goals and objectives.

ENTRY KNOWLEDGES, ABILITIES, AND SKILLS REQUIRED: (Applicants will be screened for possession of these through written, oral, performance, and/or other evaluations.)

Knowledge of: state agency operation; techniques and procedures of budget management and accounting principles; federal and state funding practices and procedures.

Ability to: communicate effectively both orally and in writing; grasp abstract concepts and apply them to the job; plan and direct the work of others.

JOB PREPARATION GUIDELINES: (Entry knowledge, abilities, and/or skills may be acquired through, BUT ARE NOT LIMITED TO, the following coursework/training and/or experience.)

Bachelor's degree in business, accounting or nonprofit management plus three years experience in arts administration and management. Related experience may be substituted for education on a year-for-year basis.