

STATE OF NEBRASKA CLASS SPECIFICATION
ARTS COUNCIL DEPUTY DIRECTOR

EST: 05/18
CLASS CODE: G37400

DESCRIPTION: Under administrative direction of the Executive Director, administers and supervises grant projects and agency operations for the Nebraska Arts Council. Handles agency policy, legislative, and financial issues and is responsible for the day-today supervision over the office and activities of the staff. Assumes authority for the agency in the absence of the Executive Director. 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. Oversees agency administrative operations and serves as agency compliance officer.

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

Assists the Executive Director with the development of agency policies and strategies.

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

Oversees the grant review panel process, providing leadership in the development of the panels to assure a fair and open review of grant applications.

Supervises and evaluates the work of assigned 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.

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.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: arts disciplines and programs; 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; state legislative process; state agency operation; techniques and procedures of budget management and accounting principles; exhibition, curatorial and artist selection procedures; artist contracts; grants and contracts processing and monitoring.

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Ability to: communicate effectively; work effectively with co-workers, superiors and arts professionals; organize and direct projects; work under pressure; meet deadlines; 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; grasp abstract concepts and apply them to the job; plan and direct the work of others.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need assistance in the selection process should request this in advance.)

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.

LEGAL REQUIREMENTS: (These qualifications are mandated by federal/state laws, statutes, and/or regulations.)

None

SPECIAL NOTES:

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).