

CLASS SPECIFICATION
Music Programs Supervisor

FLSA Status: Exempt
Union Representation: Nonrepresented

GENERAL PURPOSE

Under general supervision, plans, coordinates, organizes, implements, promotes and evaluates the City's programs, activities and services at the Community Music Center for City residents, ranging from infant to elder groups; plans, lays out, supervises and reviews the work of music instructors and staff; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

A Music Programs Supervisor is responsible for planning, organizing and directing the activities and operations of the Parks and Recreation Bureau's Citywide Community Music Center. The incumbent has full supervisory responsibilities for professional, support and part-time instructors and staff assigned to the City's Community Music Center and is responsible for developing, implementing and evaluating music programs and classes to meet the needs and interests of City residents. The incumbent must have demonstrated expertise in music and community music program administration and is expected to develop and administer the Community Music Center and oversee the activities and operations of the Community Music Center with a high level of autonomy.

Music Programs Supervisor is distinguished from other recreation supervisors by the incumbent's recognized expertise in music and responsibilities for administering citywide music programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Plans, supervises and evaluates the work of assigned staff; with staff, develops, implements and monitors work plans to achieve division mission, goals and performance measures; participates in developing and monitoring performance against the biennial division budget; supervises, participates in developing, recommends and implements plans, policies, systems and procedures applicable to unit responsibilities.
2. Plans and evaluates the performance of assigned staff and instructors; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; recommends merit increases and other rewards to recognize performance; recommends disciplinary action, up to and including termination,

to address performance deficiencies, in accordance with the City Charter, Code, human resources policies and labor contract agreements, subject to director and City management concurrence.

3. Provides leadership and works with staff to create a high performance, service-oriented work environment that supports the City's and bureau's mission, objectives and service expectations; provides leadership and participates in programs and activities that promote workplace diversity and a positive employee relations environment.
4. Plans, organizes, integrates and oversees Community Music Center program development, implementation, administration and evaluation; conducts needs assessments and identifies appropriate music classes, programs and activities; identifies, plans, develops and implements class and program goals, objectives and curriculum; analyzes and determines class and program facilities, staffing, instrument, equipment and supply needs; supervises and monitors the procurement, distribution, care, use and maintenance of instruments, equipment and supplies; oversees maintenance of instruments, supply and equipment inventory; develops and implements Community Music Center class and program schedules; evaluates music class and program effectiveness and determines and initiates, terminates, improves or expands programs; researches new and innovative music programs and trends and adapts and introduces music programs to meet community needs; oversees and monitors registration and fee collection processes.
5. Plans, organizes, coordinates, integrates and monitors the operations and activities of the Community Music Center; develops, implements and monitors communication and enforcement of applicable City, bureau and Center-specific policies, practices, procedures and rules related to site operations and use, including those related to safety and security; monitors facility, library, instrument and equipment upkeep, usage and security; initiates and ensures prompt repair or preventive maintenance to facilities, instruments and equipment.
6. Maintains close contact with non-profit organizations, school officials, community groups, national organizations and others regarding programs and services.
7. Receives, investigates and resolves student, staff, citizen, community group or community partners inquiries, concerns, complaints and problems.
8. Researches, identifies and develops marketing and publicity plans and strategies for the Music Program; oversees development and distribution of and writes and edits Music Center catalog, pamphlets, flyers, newsletters and other publicity materials for Center activities, events and programs.
9. Develops, maintains and updates financial, statistical and other Center-specific data, reports, records and databases, including current and accurate administrative records; develops and prepares written reports and correspondence.
10. Serves as executive director for Community Music Center, Inc.; organizes and participates in designated board and committee meetings; assists in recruitment of new board members; tracks and monitors budget and investments.

OTHER DUTIES

1. Represents the City in various community, national and professional meetings and with committees or organizations related to areas of responsibility; makes public presentations to community, national, professional or academic organizations; researches, develops and submits funding proposals for specified programs.
2. Keeps abreast of current trends in field/s of responsibility by reviewing professional literature and participating in professional organizations.
3. Serves as an instructor or accompanist for specified music programs and classes.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Broad knowledge of music theories, principles, types and trends.
2. Advanced music education theories, principles, practices, methods and trends.
3. Community music programming theories, principles, terminology and trends.
4. Applicable federal, state and local laws and regulations.
5. Functions and management practices applicable to a Community Music Center.
6. Safety management practices applicable to supervising participants in diverse recreational activities.
7. Types, uses and maintenance of instruments, specialized equipment, materials and supplies utilized in a community music program.
8. Principles and practices of sound business communication.
9. Community resources and potential funding/sponsorship sources.
10. Basic marketing and public relations practices and techniques.
11. Principles and practices of public administration, including budgeting, purchasing and maintenance of public records.
12. Principles and practices of effective supervision.
13. City human resources policies and labor contract provisions.

Ability to:

1. Plan, develop, implement and evaluate a comprehensive community music program, including supervising the operations of a large community music center.
2. Organize, coach, supervise, train, motivate, counsel and provide effective leadership to staff.
3. Develop, implement and enforce program policies, procedures and processes.
4. Understand, interpret, explain and apply City, state, and federal laws applicable to areas of responsibility.
5. Operate a computer and utilize standard business software and other standard office equipment.
6. Organize work, set priorities and exercise sound independent judgment within City and bureau guidelines.
7. Represent the City and bureau effectively in all external contacts, including those with community groups, national organizations, other bureaus and the public.
8. Prepare clear, concise and complete documents, reports and correspondence.
9. Maintain complete and current records.
10. Communicate clearly and concisely, orally and in writing.
11. Respond sensitively to community, tenant and participant issues and concerns.
12. Establish and maintain effective working relationships with managers, employees, volunteers, participants, representatives of other agencies, sponsors, tenants, the public and others contacted in the course of work.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a major in music, music education or a closely related field; and at least four years of progressively responsible professional experience in the field of music education, at least one of which was in a lead or supervisory capacity; or an equivalent combination of training and experience. Experience in a public agency is preferred.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in

part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

Class History:

Adopted: 07-01-02

Revised:

Class created as a result of Nonrepresented Classification & Compensation Study, 2000-2002. This class is composed of positions from the following class(es):

4332 RECREATION SUPERVISOR. Adopted: 07-01-92

June 2009 - Change Job Class number from 7812 to 30000750, due to system change.