

**CLASS SPECIFICATION**  
**Arts Programs Supervisor**

FLSA Status: Exempt  
Union Representation: Nonrepresented

**GENERAL PURPOSE**

Under general supervision, plans, coordinates, organizes, implements, promotes and evaluates the City's visual, performing and applied arts programs and services at the Multnomah Arts Center for City residents ranging from preschool to elder groups; plans, lays out, supervises and reviews the work of arts instructors and staff; organizes and oversees the activities and operations of the Multnomah Arts Center/Multnomah Center facility; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

An Arts Programs Supervisor is responsible for planning, organizing and directing the activities and operations of the Parks and Recreation Bureau's Multnomah Arts Center/Multnomah Center (MAC). The incumbent has full supervisory responsibilities for professional, support and part-time instructors and staff and is responsible for developing, implementing and evaluating a wide variety of arts programs and classes to meet the diverse needs and interests of City residents, including photography, painting, drawing, printing, weaving, pottery, dance, music, theater, glass fusing, sculpture and woodwork. The incumbent must have demonstrated expertise in the arts and community arts program administration and is expected to develop and administer the MAC program with a high level of autonomy.

Arts Programs Supervisor is distinguished from other recreation supervisors by the incumbent's recognized expertise in the arts and responsibilities for administering citywide arts 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 MAC program development, implementation, administration and evaluation; conducts needs assessments and identifies appropriate arts classes, programs and activities; identifies, plans, develops and implements class and program goals, objectives and curriculum; analyzes and determines class and program facilities, staffing, equipment and supply needs; supervises and monitors the procurement, distribution, care, use and maintenance of equipment and supplies; develops and implements MAC arts class and program schedules; evaluates class and programs effectiveness and determines and initiates, terminates, improves or expands programs; researches new and innovative arts programs and trends and adapts and introduces arts programs to meet community needs; plans, organizes and produces gallery shows on a regular basis; oversees and monitors registration and fee collection processes.
5. Plans, organizes, coordinates, integrates and monitors the operations and activities of the Multnomah Arts Center/Multnomah Center and surrounding parks grounds; 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 and equipment upkeep, usage and security; initiates and ensures prompt repair or preventive maintenance to facilities and equipment; negotiates and administers formal, long-term leases for non-profit organizations; oversees and monitors short-term rental contracts to external organizations and individuals for events and classes.
6. Serves on and works closely with citizen advisory boards, including MACA and City Arts; organizes and participates in designated board and committee meetings; assists in recruitment of new board members; tracks and monitors budget and performs other assigned administrative functions.
7. Maintains close contact with non-profit organizations, school officials, community groups, national organizations and others regarding programs and services.
8. Receives, investigates and resolves participant, staff, citizen, tenant, community group or community partner inquiries, concerns, complaints and problems.
9. Researches, identifies and develops marketing and publicity plans and strategies for the Arts Program; oversees development and distribution of and writes and edits Multnomah Arts Center catalog, pamphlets, flyers, newsletters, public service ads and other publicity materials for Center activities, events and programs.

10. Develops, maintains and updates financial, statistical and other MAC-specific data, reports, records and databases, including administrative and registration records; develops and prepares written reports and correspondence.
11. Acts as the City's manager for leased tenant spaces at Multnomah Center.

#### **OTHER DUTIES**

1. Represents the City at 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.

#### **MINIMUM QUALIFICATIONS**

##### **Knowledge of:**

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

**Ability to:**

1. Plan, develop, implement and evaluate a comprehensive community arts program, including supervising the operations of a large arts 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 major coursework in the field of arts, art education or a closely related field; and at least four years of progressively responsible professional experience in the arts or community arts programs, 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.

**Licenses; Certificates; Special Requirements:**

## **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.

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### **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 classes:

4332 RECREATION SUPERVISOR Adopted: 07-01-92

June 2009 - Change Job Class number from 7810 to 30000749, due to system change.