

The Maryland-National Park and Planning Commission

TITLE: County-wide Art Programs Coordinator **GRADE:** I **CODE:** 3350
SERIES: Recreation **DATE:** 1/13/88

Class Definition

Under direction, assists in the managing of the County-wide Arts Division to perform difficult facility management and arts programming, involving considerable responsibility, complexity, and variety. Monitors day-to-day operations and programs of all facilities and occasionally other Division staff in the County. Provides variety of programs (e.g., rentals, productions, exhibits) and operates facilities seven days per week; 7 to 15 hours per day, depending on rentals and programs. Operates facilities to meet recreational needs of County, and develops revenue producing programs. Assists with planning, design, and construction of new facilities. Investigates complaints and controversial matters. Manages Division in absence of supervisor. Performs other related duties as assigned.

Examples of Important Duties

1. Monitors Division operations. Assists in defining goals and objectives. Assists in reviewing and approving major programs and projects. Conducts regular inspections. Advises managers on ways to solve technical problems, comply with administrative procedures and improve management of facilities. Investigates accidents, fires and crimes. Coordinates activities with other Commission units and government agencies. Keeps supervisor informed about important matters. Recommends management actions (e.g., policies and procedures, equipment, training programs).
2. Assists with management of Division budget. Assists in preparing annual budget request and supporting documentation. Reviews and approves division/unit purchase requests, check requests and contracts. Obtains bids and price quotes. Prepares purchase requisitions and check requests. Coordinates with other Commission departments, i.e., Legal, Finance, etc.
3. Coordinates new facilities. Works with planners, architects, and engineers to review land acquisitions, construction of new facilities, and remodeling of present facilities. Inspects construction work.
4. Keeps Division records. Maintains records of revenues and expenditures, time cards, inventory, accidents, and injuries. Writes administrative reports.
5. Coordinates externally. Attends productions, exhibits and

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Examples of Important Duties (Continued)

receptions. Meets with citizens, art groups, community groups, business groups, Planning Board, Board of Education staff, and County Council staff, to identify needs, plan programs, give reports, and answer questions about programs. Investigates complaints.

6. Conducts research. Reviews technical literature, conducts surveys, meets with vendors, exchanges information with other government agencies, and attends professional conferences to identify new programs, methods, and equipment which might be useful for Facilities.
7. Assists with Division records. Provides staff analyses on records of revenues and expenditures, time cards, inventory of supplies and equipment, memberships, and mailing lists. Writes daily and monthly administrative reports.

Important Worker Characteristics

- A. Considerable knowledge of (1) arts; (2) business administration; (3) Commission organization,* (4) Commission policies and procedures;* (5) equal employment opportunity; (6) management; (7) Merit System regulations;* (8) office practices; (9) safety and health regulations; (10) statistical analysis; (11) supervision; (12) federal, state grants; (13) public administration; (14) recreation; (15) facility operations; (16) CPR, first aid; (17) microcomputer.
- B. Skill in operation of (1) auto; (2) calculator.
- C. Ability to (1) solve complex problems involving many variables; (2) analyze data; (3) read technical reports and correspondence; (4) write technical reports and correspondence; (5) use proper spelling, punctuation, and grammar; (6) make oral presentations to large groups; (7) speak clearly; (8) organize work efficiently; (9) negotiate contractual services.

* Developed primarily after employment in this job class.

Minimum Qualifications

1. Bachelor's degree or four years progressively responsible

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Minimum Qualifications (Continued)

experience in arts, music, recreation, business administration or management, or related areas, and five years of professional experience in one of these fields; or Master's Degree in the same areas and three years of similar experience; or

3. An equivalent combination of education and experience.
4. Valid Maryland driver's license, or the ability to acquire one.

Working Conditions

Works in office. Works long hours, evenings, and weekends. Considerable pressure to meet deadlines. Some driving.