

DEPUTY COMMISSIONER, CULTURE & HISTORY

Nature of Work

Under administrative direction, assists in overseeing the administration of the Division of Culture & History. Assists in managing the agency's operations and developing and implementing policies. Performs related work as required.

Examples of Work

- Assists in planning for programmed activities undertaken by the division.
- Assists in monitoring budgets and planning for the programmed activities such as exhibits, events and festivals.
- Enforces established policies in programming; assists in establishing new policies and interpreting them for the staff and public.
- Assists in coordinating events and exhibits; monitors the technical assistance program for events and programs; assists in administering events, exhibits, shares administration of information services, technical services and photographic services; serves as liaison for cultural arts and art groups.
- Supervises both professional and support staff.
- Assists in preparing the operating budget and related fiscal documents.
- Plans programs for the unit.

Knowledge, Skills, and Abilities

- Knowledge of programs and trends for the performing and visual arts.
- Knowledge of supervisory and administrative principles, procedures and techniques.
- Knowledge of state and federal budgetary requirements and practices.
- Ability to plan the exhibition of performing and visual art shows and events and other cultural and historical programs.
- Ability to apply technical knowledge of the performing arts to provide assistance to artists and to prepare and plan performances.
- Ability to prepare and present written and oral reports and presentations.
- Ability to interact with other employees, artists and the general public in order to establish and maintain effective working relationships.
- Ability to evaluate existing programs and make recommendations to implement, improve and revise programs as needed.

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DEPUTY COMMISSIONER, CULTURE & HISTORY (CONT'D)

Minimum Qualifications

Training: Graduation from an accredited four-year college or university.

Experience: Four years of full-time or equivalent part-time paid experience working in the Department of Culture and History on a professional level or performing administrative or programming duties relating to historical or culture programs.

Established: 5/15/97

Effective: 5/01/97