

June 29, 2015



## JOB OPPORTUNITY

If it's a challenging position you're looking for, we have the ideal job for you.

**CLASSIFICATION:** *SUPERVISING ARTS GRANT ADMINISTRATOR*

**TENURE/TIME BASE:** *PERMANENT/FULL TIME*

**SALARY:** *\$4,934 - \$6130*

**SUMMARY:** Under the direction or supervision of the Deputy Director for Programs and Administration, the Supervising Arts Grants Administrator will plan, organize and direct the activities of the council's programs and special initiatives. Specifically the Supervising Arts Grants Administrator will:

**DUTIES:**

Provide direction to the council's programs and special initiatives. Directs grant review and advisory panels. Prepares and implements program budget and develops and recommends program policy to executive staff. Applies and implements established policies to meet specific program needs and requirements.

Administers the grants programs for the California Arts Council. Writes grant proposals; monitor, audit and evaluate grantees; conduct workshops; interpret, communicate, and apply rules, regulations, policies and procedures; develop program guidelines.

Directly supervise professional staff of Assistant and Associate Arts Grants Administrators and technical/clerical personnel. Selects, trains and evaluates Associate and Assistant Arts Grants Administrators and technical/clerical staff responsible for implementing the California Art Council's programs and special initiatives.

Develop and maintain cooperative and professional working relationships with artists and representatives of art organizations and statewide associations. Liaison with other State agencies relative to arts program issues. Acts as departmental representative to national and statewide leadership conferences in the assigned program area. Acts for the Deputy Director for Programs and Administration in the Deputy's absence; and performs other related work.

## **DESIRABLE QUALIFICATIONS:**

- Knowledge of California Arts Council policies, goals and program guidelines
- Knowledge of the principles and practices of public, business or nonprofit administration with specific reference to fiscal management, marketing and public relations, contracts, program evaluation, planning and development
- Knowledge of the cultural history and current artistic activity of California
- Knowledge of the principles of personnel management and supervision
- Ability to develop and maintain cooperative and professional working relationships
- Ability to speak and write clearly and concisely

## **APPLICATION PROCESS:**

If you're new to employment with the State of California, you must pass an open examination before applying for job openings. More information on the process can be found at: <https://jobs.ca.gov/>

Interested individuals who currently work for the State of California, either as a **Supervising Arts Grant Administrator** or in some other classification that is eligible to transfer into the **Supervising Arts Grant Administrator** classification; former California state employees who can reinstate into this classification, and/or persons who are reachable on a current employment list for the **Supervising Arts Grant Administrator** classification are eligible to apply. Candidates who have applied to the **Supervising Arts Grant Administrator** examination may apply for the position but must be reachable on the eligibility list prior to appointment.

All applicants, regardless of the type of eligibility, must meet the Minimum Qualifications of the classification. To view the Minimum Qualifications, please review the classification specification at <http://www.calhr.ca.gov/state-hr-professionals/Pages/job-descriptions.aspx> and enter the Classification Code or class title you wish to review. Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined a list eligible applicant does not meet the minimum qualifications, the application will be forwarded to the State Personnel Board for review and the applicant's name may be removed from the eligibility list.

SROA and Surplus candidates are encouraged to apply. Appointment is subject to SROA and State Surplus policies. Surplus candidates must submit a copy of their surplus status letter.

All methods of appointment, including Training and Development (T&D) Assignments will be considered and a 120-day candidate pool will be established for subsequent vacancies. Candidate may be selected by resume review.

All interested applicants **must submit:**

1. A standard State Examination/Employment **Application** form (STD 678, Rev. 10/2013) **with original signature**. Applications must **clearly indicate** position #352-310-6002-001 and **the basis of eligibility** (list, transfer, SROA, Surplus, Re-employment, Reinstatement or Training and Development Assignment).
2. A **resume**.
3. All required **supporting documents** for the classification as identified in the classification specification (i.e. transcript/diploma, license and/or required certificate).

**Failure to do so may result in not being considered for an interview.**

Application packages may be submitted to the:

California State Library  
Human Resources Services Office  
Attention: Angela Duprey  
P.O. Box 942837  
Sacramento, CA 94237-0001

Applications may also be delivered in person to the HRSO Drop Box, Library Building, 900 N Street, on the first floor. The STD 678 can be accessed through the CalHR website at [www.CalHR.ca.gov](http://www.CalHR.ca.gov).

Applications will be screened and evaluated based on eligibility and desirable qualifications and only the most qualified applicants will be considered for an interview.

**Final Filing Date: July 13, 2015**

### **EQUAL OPPORTUNITY EMPLOYER**

The State of California and the California Arts Council is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions) and sexual orientation.

It is the objective of the State of California to achieve a drug-free workplace. Any applicant for state employment is expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the laws of the state, the rules governing civil service and the special trust placed in public servants.