

**DUTY STATEMENT**

GS 907T (REV. 03/05)

**SHADED AREA TO REFLECT RECLASS POSITION NUMBER ONLY****INSTRUCTIONS:** Refer to the Essential Functions Duty Statement Manual for instructions on how to complete the Duty Statement.

RPA-17-CAC

EFFECTIVE DATE:

1. DGS OFFICE OR CLIENT AGENCY CALIFORNIA ARTS COUNCIL	POSITION NUMBER (Agency - Unit - Class - Serial) 352 - 310 - 5630 -001
2. UNIT NAME AND CITY LOCATED SACRAMENTO, PROGRAMS	3. CLASS TITLE Associate Arts Grants Administrator
4. WORKING DAYS AND WORKING HOURS FT M-F 8AM-5PM	5. SPECIFIC LOCATION ASSIGNED TO SACRAMENTO
6. PROPOSED INCUMBENT (If known)	7. CURRENT POSITION NUMBER (Agency - Unit - Class - Serial)
AS A VALUED MEMBER OF THE CALIFORNIA ARTS COUNCIL TEAM, YOU WILL BE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. CREATIVITY AND PRODUCTIVITY WILL BE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.	
8. BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the general direction of the Supervising Arts Grants Administrator, the Associate Arts Grants Administrator is assigned full journey level responsibility for implementing the California Arts Council's arts projects and programs.	
9. percentage of time performing duties	10. Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use additional sheet if necessary)</i>

35%	<p><b>ESSENTIAL FUNCTIONS</b></p> <p>In order to implement and administer the California Arts Council (Arts Council) grant programs, the incumbent:</p> <ul style="list-style-type: none"> <li>• Develops, and revises grant program guidelines and procedures by analyzing current research, data and knowledge of the arts and culture field.</li> <li>• Develops and manages grant application process including: preparing and implementing online and paper-based applications; monitoring application deadlines; communicating with and providing assistance to potential applicants, current applicants and grantees through email, phone, written and web-based correspondence.</li> <li>• Plans, coordinates and facilitates peer review panels for grant programs including: recruiting and selecting panelists through the Arts Council's various marketing and communications platforms; preparing panel agenda, timeline and scoring rubrics; facilitating panel meeting and ensuring that the panel adheres to agency policies and procedures; creating and preparing panel recommendations and reports for Council approval.</li> <li>• Initiates and maintains communication with grantees via phone, email to ensure grantees' successful compliance with grant program guidelines and to collect relevant data for evaluation and marketing.</li> <li>• Monitors and evaluates grantees' compliance with agency policies and procedures through review of regular grantee reporting data.</li> <li>• Reviews grantee materials for accuracy prior to processing by the accounting unit</li> </ul>
35%	<p>In order to ensure that the Arts Council grant programs are accessible to all of California's diverse populations, the incumbent:</p> <ul style="list-style-type: none"> <li>• Disseminates information to, and advises, interested members of the public, prospective applicants and grantees in the development of arts programs and activities through the Arts Council promotional platforms including webinars, website and print materials.</li> <li>• Develops technical assistance opportunities and field consultation activities including workshops, webinars and town hall forums.</li> </ul>
15%	<p>In order to effectively engage the Arts Council's governing body (Council) in the grant making process, the incumbent:</p> <ul style="list-style-type: none"> <li>• Prepares and presents peer review panel recommendations to Council members at council meetings.</li> <li>• Creates and prepares reports for Council on issues and policies affecting the arts, arts education, and trends in arts funding.</li> <li>• Monitors grant program progress and makes recommendations for program improvement to Council using existing assessment and evaluation instruments.</li> </ul>
10%	<p>In order to ensure the Arts Council relevance in the field, the incumbent:</p> <ul style="list-style-type: none"> <li>• Represents the California Arts Council at local and statewide meetings</li> <li>• Acts as departmental representative to national and statewide leadership conferences in assigned program area.</li> </ul>
5%	<p>Marginal functions:</p> <ul style="list-style-type: none"> <li>• Act as lead person and coordinate assignments of junior staff and volunteers.</li> <li>• Participate as part of a team in the development and coordination of agency events and activities.</li> </ul>

**11. SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE**

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE

STATE OF CALIFORNIA

DEPARTMENT OF GENERAL SERVICES

# DUTY STATEMENT

GS 907T (REV. 03/05)

**RPA 06 CAC, 352-310-5630-006**

% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. (Use additional sheet if necessary)
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## **Knowledge and Abilities**

Knowledge of: California Arts Council policies, goals and program guidelines; principles and practices of public, business or non-profit administration with specific reference to fiscal management, marketing and public relations, contracts, program evaluation, planning and development; and the cultural history and current artistic activity of California.

Ability to: Speak and write clearly and concisely; develop grant proposals; monitor, audit and evaluate art grantees; interpret and apply rules, regulations and policies; develop art program guidelines; develop and maintain cooperative and professional working relationships with artists and representatives of arts organizations and statewide associations; conduct workshops and oversee and direct the activities of subordinate staff.

### **DESIRABLE QUALIFICATIONS**

- Knowledge of the arts in the State of California, including, but not limited to, the needs of artists and arts organizations, multicultural or culturally-specific organizations, traditional folk artists and organizations, and arts in education providers and practitioners.
- Knowledge of California Arts Council policies, goals and program guidelines.
- Ability to organize thoughts clearly and develop effective oral presentations.
- Ability to develop meeting agendas and facilitate the flow of meetings.
- Ability to work in a fast paced environment with ever changing priorities.
- Effective time management skills and the ability to manage multiple tasks.
- Strong interpersonal skills and the ability to work independently and as part of a team.
- Ability to travel as needed.

### **WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES**

- Fluency in spoken and written English
- Occasional travel required, mostly within the state of California
- Collegial and professional; environment will be standard office configuration, executive offices and cubicles.