

**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-

**03-CAC**

EFFECTIVE DATE:

1. DGS OFFICE OR CLIENT AGENCY CALIFORNIA ARTS COUNCIL	POSITION NUMBER (Agency - Unit - Class - Serial) 352-120-4802-001
2. UNIT NAME AND CITY LOCATED HEADQUARTERS, SACRAMENTO	3. CLASS TITLE STAFF SERVICES MANAGER III
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) 352-120-4802-001

Under the general supervision of the Director, the Deputy Director is responsible for Program and Administrative support and planning for the Council. The Deputy Director is a member of the Executive Team and is influential in the construction and implementation of the Council's policies, programs and operations.

**8. BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS**

The Deputy Director serves as the primary advisor to the Council and Director. This position is responsible for identifying and implementing long-range plans to address the resource needs required to support the Council's mission and Strategic Plan.

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>
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35%	<p><b>ESSENTIAL FUNCTIONS</b></p> <p>Advises the Council and Director on CAC policy matters, regulations and programs relating to the management of the Council and the Program and Administrative Services divisions. Interprets state laws, rules, regulations and Council policy.</p> <p>Develops, formulates and distributes implementation guidelines relating state law and Council policy.</p> <p>Reviews, evaluates, and recommends policies, programs, and procedures governing the administration of the Council and the Programs and Administrative Services divisions.</p> <p>Advises on and recommends program policies, review procedures, and ongoing program development. Directs program evaluation.</p> <p>Responsible for developing, implementing and monitoring specific components of the CAC strategic plan.</p> <p><i>(next page)</i></p>
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**11. SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE**

SUPERVISOR'S NAME (Print) CRAIG WATSON	SUPERVISOR'S SIGNATURE	DATE
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**12. EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT**

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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% 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. <i>(Use additional sheet if necessary)</i>
25%	<p>Serves as the agency's Chief Fiscal Officer. Plans, administers and directs the development of the Council's operational budget including program and administrative allotments, and the allocation of state, special and federal funds.</p> <p>Manages and directs the analysis of fiscal issues and recommends actions, policies and procedures to the Director, Council, and other staff on related fiscal, policy and budgetary issues. Develops and implements improvements and/or effective courses of action.</p> <p>Coordinates, presents and defends the Governor's Budget for the Council with the Department of Finance, the Legislative Analyst's Office and the Legislature. As required supports the Director in providing testimony and information to the Legislature during the budget hearing process.</p> <p>Monitors monthly budgetary expenditures and provides periodic budget and expenditure reports as required and/or requested by the Director, Council, and/or state control agencies.</p> <p>Manages the development and preparation of grant requests made to the National Endowment for the Arts and other funding sources; supervises the preparation of Interim and Final Descriptive Reports as required.</p>
25%	<p>Plans, organizes and directs the work of professional and administrative staff that function over program, accounting, contracts and procurement, information technology (IT), data processing, personnel, and business services activities for the Council. Oversees the development and maintenance of internal program and administrative procedures.</p> <p>Serves as the agency's Equal Employment Opportunity (EEO) Officer. Manages, administers and monitors the agency's EEO program, including program and policy development. Serves as the agency's Emergency Coordinator with the responsibility to develop and coordinate the Emergency Action Committee (EAC) and oversee the implementation of the Operational Recovery Plan (ORP) in the case of an emergency.</p>
15%	<p>Represents the Council and the Director before the Legislature and all state control agencies in matters relating to state government, administrative and program policies, rules and regulations.</p> <p>Serves as a resource and advisor to appointed Council members, and is responsible for reports for public meetings of the Council.</p> <p>Prepares reports for the Legislature and state control agencies as required.</p> <p>Represents the agency at state, regional and national conferences and meetings.</p> <p>Responsible for agency operations in the absence of the Director.</p> <p><b>MARGINAL FUNCTIONS</b></p> <p>Serves as an internal advisor on issues involving the arts.</p> <p><b>KNOWLEDGE, SKILLS AND ABILITIES</b></p> <p>Knowledge of: Principles, practices, and trends of public and business administration, including management and supportive staff services such as budget, personnel, management analysis, planning, program evaluation, or related areas; principles and practices of employee supervision, development, and training; program management; formal and informal aspects of the legislative process; the administration and department's goals and policies; governmental functions and organization at the State and local level; department's Affirmative Action Program objectives; and a manager's role in the Affirmative Action Program and the processes available to meet affirmative action objectives.</p> <p>Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; review and edit written reports, utilize interdisciplinary teams effectively in the conduct of studies; manage a complex Staff Services program; establish and maintain project priorities;</p>

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	<p>develop and effectively utilize all available resources; and effectively contribute to the department's affirmative action objectives.</p> <p>Skill at: Demonstrated ability to act independently, open-mindedness, flexibility, and tact.</p> <p><b>DESIRABLE QUALIFICATIONS</b></p> <p>In-depth, long-term engagement with public sector and/or nonprofit arts management and funding protocols.</p> <p><b>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES</b></p> <p>Fluency in spoken and written English</p> <p>Occasional travel required, mostly within the state of California</p> <p>May require overtime and/or flexible schedule</p>