



RPA # <b>CAC-003</b>
ANALYST INITIALS <b>IWS</b>
DATE APPROVED <b>08/13/2015</b>

## EMPLOYMENT OPPORTUNITY

<b>CLASS TITLE</b> STAFF SERVICES MANAGER III	<b>POSITION NUMBER</b> 352-120-4802-001	<b>TENURE</b> PERMANENT	<b>TIME BASE</b> FULL TIME	<b>CBID</b> M01
<b>OFFICE OF</b> CALIFORNIA ARTS COUNCIL	<b>LOCATION OF POSITION (CITY or COUNTY)</b> SACRAMENTO		<b>MONTHLY SALARY</b>	
<b>SEND APPLICATION TO:</b> CALIFORNIA ARTS COUNCIL 1300 I STREET, SUITE 930 SACRAMENTO, CA 95814  Attn: DIANE GOLLING DIANE.GOLLING@ARTS.CA.GOV	<b>REPORTING LOCATION OF POSITION</b> 1300 I STREET, SUITE 930, SACRAMENTO CA 95814		<b>\$7,088</b> to <b>\$8,048</b>	
	<b>SHIFT AND WORKING HOURS</b> DAYS - 8AM-5PM			
	<b>WORKING DAYS, SCHEDULED DAYS OFF</b> MONDAY through FRIDAY, DAYS OFF: SAT/SUN			
	<b>PUBLIC PHONE NUMBER</b> (916) 322-6555	<b>PUBLIC PHONE NUMBER</b> ( ) -		
	<b>SUPERVISED BY AND CLASS TITLE</b> CRAIG WATSON, DIRECTOR		<b>FILE BY</b> 09/18/2015	

The Mission of the California Arts Council is to advance California through the arts and creativity. Information about our current programs and initiatives, as well as other information useful to applicants, may be found at [www.arts.ca.gov](http://www.arts.ca.gov).

### DUTIES

The Staff Services Manager III (Deputy Director) serves as the primary advisor to the Council and Director. This position is responsible for identifying and implementing long-range plans to support the Council's mission and Strategic Plan.

[To view the complete duty statement, please click here.](#)

### KNOWLEDGE AND ABILITIES

**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 EEO objectives; and a manager's role in the Affirmative Action Program and the processes available to meet affirmative action objectives.

**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 develop and effectively utilize all available resources; and effectively contribute to the department's EEO objectives.

**Skill at:** Demonstrated ability to act independently, open-mindedness, flexibility, and tact.

### DESIRABLE QUALIFICATIONS

In-depth, long-term engagement with public sector and/or nonprofit arts management and funding protocols.

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**WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES**

- Fluency in spoken and written English
- Occasional travel required, mostly within the state of California
- May require overtime and/or flexible schedule

**GENERAL SELECTION CRITERIA**

- SROA/Surplus employees are encouraged to apply and will be considered prior to other recruitment methods.
- Transfers, reinstatements, or recruitment from the employment list may be considered. Consideration may be given to applicants who are on a DGS employment list or on another department's employment list.
- Applications will be evaluated based on eligibility and desirable qualifications and interviews may be scheduled.
- Applicants must submit a California STD 678 to the address listed above, together with proof of list eligibility, if applicable. Example: If you pass the online examination for Staff Services Manager III, please attach a copy of your exam results.

**NOTE:** All applicants must meet the minimum qualifications for the classification in order to be eligible for appointment or transfer to the position. Your application must clearly demonstrate how your experience meets those qualifications. To view the minimum qualifications listed in the Class Specification, click here: [SSM III Minimum Qualifications](#)

**HOW TO APPLY**

If interested, please submit a completed standard State application (Std. 678), your test results, and any other relevant documents (cover letter, resume, copy of diploma etc.) to the address listed above.

**In the "Examination or Job Title" section include "CAC 03" and indicate the basis of your eligibility (list eligible, etc). Do not include page 5 of the application.**