

ASSISTANT COMMISSIONER

General Statement of Duties and Responsibilities

Under executive direction, assists in the direction and supervision of activities of the Department of Cultural Affairs; performs related work.

Examples of Typical Tasks

Assists in the planning, development and implementation of programs designed to achieve recognition for and to stimulate development of the arts.

Supervises program grant funds and provides departmental liaison to community arts organizations.

When designated, represents and acts for the Department of Cultural Affairs at functions in which the Department is involved.

Is responsible for direction and implementation of assigned special programs.

Acts in place of the Commissioner and Deputy Commissioner in their absence and represents them when so designated.

Assists the Commissioner in planning, assigning and reviewing work of subordinates.

Qualification Requirements

1. A master's degree from an accredited college in arts administration, public administration, nonprofit management, cultural policy, or a related field, and four years of full-time professional experience in arts administration, cultural program management, nonprofit leadership, or a closely related field, at least 18 months of which must have been in an executive, managerial, administrative, or supervisory capacity; **or**
2. A baccalaureate degree from an accredited college and six years of full-time professional experience as described above, at least 18 months of which must have been in an executive, managerial, administrative, or supervisory capacity; **or**
3. A satisfactory combination of education and experience equivalent to the above, with at least 18 months of executive, managerial, administrative, or supervisory

Lines of Promotion

None. This class of positions is classified in the non-competitive class.