

Associate Public Art Project Coordinator

POSITION SUMMARY:

Provide information and assistance to the community, City officials and the public regarding construction and public art projects.

Job descriptions are intended to present a general list of tasks/duties performed by employees within this job classification. Job Descriptions are not intended to reflect all duties performed within the job.

SUPERVISION RECEIVED AND EXERCISED:

Receive direction from higher level supervisory or management staff.

ESSENTIAL AND SUPPLEMENTAL FUNCTIONS:

ESSENTIAL FUNCTIONS: (Essential functions may include, but are not limited to the functions listed below)

1. Perform technical and professional project work on assigned construction and public art projects; research, collect and analyze data; prepare staff and special reports; prepare a variety of documents and correspondence on assigned activities.
2. Participate in the decision making process for projects and committees; coordinate activities with other departments and agencies as needed.
3. Review, analyze and comment on proposals; develop and produce publications for internal and community use.
4. Prepare work programs and schedules for projects; ensure timely completion of projects according to schedule.
5. Meet with civic, business and governmental groups to explain policies, plans and procedures related to assigned projects.
6. Oversee site preparation, project acceptance forms and other required documents and correspondence.
7. Review plans, specifications, contracts and proposals to ensure compliance with authorized project scope.
8. Participate in budget development for assigned projects.
9. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the assigned project field.

SUPPLEMENTAL FUNCTIONS:

1. Serve as liaison for assigned project area with other City departments.
2. Perform related duties and responsibilities as required.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

Education and experience directly related to the minimum requirements below may be interchangeable on a year for year basis.

Bachelor's degree from an accredited college or university in architecture, art, art history, landscape architecture, design or drafting; **and**

Two (2) years of project implementation/management experience

ADDITIONAL REQUIREMENTS:

Dependent on position may require a valid Driver's license and a City Operator's Permit (COP).

PREFERRED KNOWLEDGE:

- Basic principles of construction and architectural design, and/or public art programs
- Basic operations, services and activities of capital implementation and/or arts programs
- Basic principles and practices of planning
- Basic procedures, methods and techniques of budget preparation and control
- Principles of business letter writing and basic report preparation
- Principles of social and digital media communication technologies
- Planning issues, policies, procedures and applications
- Pertinent Federal, State, and local laws, codes and safety regulations

PREFERRED SKILLS AND ABILITY:

- Coordinate and direct assigned public art projects
- Elicit community and organizational support for assigned projects
- Analyze and compile technical and statistical information
- Read and interpret construction documents
- Prepare and present clear and concise technical reports
- Allocate limited resources in a cost effective manner
- Communicate clearly and concisely
- Perform the essential functions of the job with or without reasonable accommodation
- Establish and maintain effective working relationships with those contacted in the course of work including the general public

WORKING CONDITIONS:

Environmental:

Office environment; exposure to computer screens; outdoor site visits.

Physical:

Essential and supplemental functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time.