



Job Description

POSITION TITLE: Program Manager I #6341
Student Engagement and the Arts
Educational Services

SALARY PLACEMENT: Management Salary Schedule
Range 08

SUMMARY OF POSITION:

Under direction of, the Director of Student Engagement and the Arts, the Program Manager I will direct the Artist in Schools Programs and Pinnacle Awards. The Program Manager I will oversee Honors Concerts and assist in the County Art Show, County Art Camps, visual and performing workshops, academic competitions, and work hand in hand with Project Liaison I of Student Engagement and the Arts on additional duties and fundraising.

MINIMUM QUALIFICATIONS-EDUCATION, TRAINING, AND EXPERIENCE:

Possess a Bachelor's Degree in the Arts or equivalent and/or experience that demonstrates an expertise in working within the Arts.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Possess five or more years working in the visual and performing arts field in an educational organization. Possess a Bachelor's Degree in a related Visual and Performing Arts field.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- assigned software
- Arts education
- programming

Ability to:

- supervise, evaluate, and train staff
- operate a computer
- be flexible based on program needs
- plan, develop, implement, and fiscally monitor multiple budgets
- create and follow policies and procedures
- communicate and integrate programs effectively with other members of the Education Services Department as well as schools and districts

Possess:

- leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings
- extensive work experience in organizing and directing various visual and performing arts events
- a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties.

DISTINGUISHING CHARACTERISTICS:

The Program Manager series represents advanced management positions and has three levels.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to:

1. Work effectively with school districts, community organizations, government agencies, parents, students, and/or staff.
2. Maintain confidentiality on issues concerning program and staff.
3. Supervise and evaluate staff.
4. Participate, coordinate, or conduct a variety of meetings, committees, trainings, workshops, and/or conferences in order to present materials and information concerning department programs, services, operations, and activities; represent the SJCOE at local, regional, and state meetings, conferences, in-services, boards, councils, and events.
5. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes, and regulations.
6. Communicate effectively both orally and in writing.
7. Analyze situations accurately and adopt an effective course of action.
8. Establish and maintain cooperative and effective working relationships with others.
9. Work independently with little direction.
10. Meet schedules and timelines.
11. Prepare reports as needed for program.
12. Oversee and manage budgets.
12. Facilitate and coordinate all aspects of the Artist in Schools Programs.
13. Recruit qualified artists.
14. Establish working relationship with Human Resource Department to get all needed clearances to hire the afore-mentioned staff.
15. Organize and implement Artists in Residence Programs and Pinnacle while assisting with County Art Show and County Arts camps.
16. All other duties as assigned.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit and stand for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment and use the telephone.
3. Hear and understand speech at normal levels and on the telephone.
4. See and read the computer screen and printed matter with or without vision aids.
5. Speak so that others may understand at normal levels to small or large groups, and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors and/or outdoors in an educational and standard environment. Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public.