



City of South Bend

Vacancy Announcement

Post Date: Monday, November 7, 2016

Closing Date: Until Filled

DEPUTY DIRECTOR OF VENUES, PARKS & ARTS

Category: Full-Time

Department: Venues, Parks and Arts

Reports To: Executive Director of Venues, Parks & Arts

Schedule: Monday-Friday 8:00 AM-5:00 PM. Hours may vary including nights and weekends based on operational need.

Pay Rate: \$85,000-\$95,000/yr. (Exempt) – 2017 salary ordinance

Position: **SUMMARY**

The City of South Bend has created a new department, Venues, Parks and Arts including an Experience Division, the creative group of VPA driving events, development, promotion, and community outreach. We are seeking inspired individuals who thrive in an open, creative office space that fosters collaboration, promotes innovation, and allows efficient exchanges of information.

The Deputy Director of Venues, Parks & Arts will assist the Executive Director in planning and managing the activities of the department to ensure excellence within the Venues, Parks and Arts Department. The Deputy Director has direct oversight of all divisions and administrative units.

SUPERVISION EXERCISED

Responsible for overseeing office functions and supervision of staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This list represents the types of duties required by the position. Other duties may be assigned as reasonably expected.

- Monitor venues, parks, programs, and services; evaluate the efficiency and effectiveness that meets the needs of the community; identify opportunities for improvement based on best business and industry practices, and direct the implementation of change.
- Establish, implement, and enforce departmental policies, rules, regulations, procedures, and guidelines.
- Develop and administer the department's annual operating budget; provides budgetary analysis on all budgets; approve and monitor expenditures in accordance with approved budgets and purchasing rules.
- Advise the Executive Director and provide recommendations on operational issues, personnel matters, and capital projects.

- Confer with division managers and senior management staff to direct department operations, programs, and services; supervise, direct, and evaluate division managers and senior management staff; conduct performance evaluations.
- Develop standards and performance measurements; provide direction, advice and managerial/professional expertise.
- Coordinate the department's activities; organize and prioritize workload; make work assignments, monitor status of work in progress, and inspect completed work.
- Troubleshoot problem situations.
- Provide staff support to the City officials.
- Coordinate and oversee immediate and long-range planning efforts to meet community needs for open space, recreation programs, facility development, and personnel.
- Conduct community-wide surveys, studies, research, and technical investigations for planning purposes.
- Identify needs in the community while involving the community and creating community support in the process; develop effective partnerships and sponsorships with community organizations.
- Respond to internal and external customer questions and complaints related to department operation; research problem and initiate problem resolution.
- Supervise and assist with internal systems and financial systems.
- Ensure department compliance with applicable codes, laws, rules, regulations, standards, polices, and procedures; initiates actions necessary to correct deviations or violations.
- Maintain comprehensive current knowledge and awareness of applicable laws and regulations; maintain awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attend workshops and training sessions as appropriate.
- Provide general oversight of department in absence or support of the Executive Director.
- Perform other related duties as required.

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assume other related duties as required.

QUALIFICATIONS

To perform this position successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE

- Bachelor's degree in Administration, Marketing, Communication or a related field required.
- Graduate degree in Business Administration, Public Administration or related field preferred.
- Minimum of 10 years of experience in increasingly responsible management positions.

KNOWLEDGE, SKILLS AND ABILITIES PREFERRED

- Ability to utilize a wide variety of reference, descriptive, advisory, consulting and design data and information; ability to coordinate and manage data, and use data to make managerial and professional decisions.
- Ability to organize and direct work of self and others, and apply principles of persuasion and influence over others in a leadership capacity.

- Ability to provide guidance, assistance and interpretation regarding the application of procedures and standards to specific situations.
- Ability to communicate effectively on an individual or group basis and in public meetings; including the ability to speak and write clearly.

CERTIFICATES, LICENSES, REGISTRATIONS

- Valid driver's License required.

EQUIPMENT

Desktop and laptop computer, telephone, facsimile machine, and copier.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, walk, talk, or hear. The employee is occasionally required to walk; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, or kneel. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required in this job include vision and the ability to adjust focus.

WORK ENVIRONMENT

Work is performed in an office setting, with moderate inside temperatures. The noise level in the work environment is usually quiet to moderate in the office. The entire office is smoke free.

EQUAL OPPORTUNITY EMPLOYER

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information, or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.

TO APPLY

All applications for currently posted positions will be submitted online at www.southbendin.gov/jobs or at the application kiosk located at the City of South Bend Office of Human Resources, 227 W. Jefferson Blvd., 12th Floor, South Bend, IN 46601.

Pre-employment drug screen required.