** Exempt**

**City of Novi**

**Job Description**

**Recreation Supervisor- Cultural Arts**

**Department of Parks, Recreation, and Cultural Services**

**SUMMARY**

This team-oriented, administrative, supervisory position is responsible for leading all essential functions related to the overall operations of the Cultural Arts Division.

Responsibilities include management of theatre, music and art programming, resource development, and community events.

Work requires the exercise of significant independent judgment, initiative, and discretion based on knowledge of administrative policies and procedures in the performance of daily activities. An employee in this position works with minimum supervision. Function is to provide, maintain and promote a professional and high performing environment to handle a wide variety of complex tasks. The position integrates with a flexible work team to provide leadership of resources (employees, equipment, materials, contractors, etc.) in all the relevant areas within the Parks, Recreation and Cultural Services Department (PRCS).

**SUPERVISION RECEIVED**

Work is performed under the direction and guidance of the Parks, Recreation and Cultural Service Director and Deputy Director.

**SUPERVISION EXERCISED**

An individual in this position is responsible for supervising part-time personnel, independent contractors, volunteers, interns and/or part-time High School Co-op positions.

**RESPONSIBILITIES AND ESSENTIAL DUTIES AND FUNCTIONS**

An employee in this classification may be called upon to do any or all of the following: (These examples do not include all of the tasks which the employee may be expected to perform.)

* Prepare work schedules, daily reports, requisitions, labor and material estimates, payroll and other reports as required.
* Responsible for supervising part-time personnel, volunteers, interns and/or part-time High School Co-op positions.
* Responsible for the development and execution of training programs for staff.
* Review purchasing requests, verify services performed, and authorize expenditures.
* Make recommendations during the budgeting process for service improvements and capital purchases.
* Plan, organize, supervise, and evaluate programs and special events for the community.
* Prepare, monitor, and review program budgets; maintains appropriate fiscal records concerning general revenue and budgetary expenditures.
* Develop and organize methods for publicity including seasonal program brochures, flyers, posters, news releases, social media, P.S.A.'s and Cable TV on a timely basis.
* Solicit assistance of community volunteers including civic organizations, general citizens, and businesses.
* Develop partnerships and secures sponsors for programs and events.
* Develop goals and objectives on an annual basis for program areas and staff development as relates to overall department goals and policies.
* Serve as staff liaison to the Cultural Arts Advisory Board.
* Manage Villa Barr Art Park Artist-in Residency Program.
* Demonstrate superior customer service, integrity, and commitment to

innovation, efficiency, and fiscally responsible activity.

**DESIRABLE KNOWLEDGE, ABLIITIES AND SKILLS**

* Knowledge of and/or willingness to engage with regional artist community and organizations.
* Ability to establish and maintain effective working relationships with co-workers, program participants, sponsors, volunteers, and the general public.
* Ability to prepare budget requests and monitor expenditures.
* Good leadership skills.
* A quick learner that is able to work independently
* Values diversity in the workplace and in the community.
* Has a record of continuing education, professional association involvement, and similar activities, having kept abreast of modern and innovative methods related to the field.
* Listens and communicates effectively with a variety of audiences. Includes written or oral communication of ideas, strategies, goals, directions.
* Conducts themselves in a manner that is congruent to the City’s Leadership Philosophy and the ICMA code of Ethics.
* Skill in the use of office equipment and technology, including computers and related software, and the ability to master new technologies.

**MINIMUM QUALIFICATIONS FOR EMPLOYMENT**

An employee in this class, upon appointment, should have the following training and experience:

* Bachelor’s Degree from an accredited college or university. Major coursework in Parks and Recreation Management or Arts Management preferred.
* Three years or more of experience in a leadership and/or supervisory position.
* Chauffer’s License preferred.

**PHYSICAL DEMANDS**

The physical demands described herein 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

essential functions.

While performing the duties of this job, the employee is regularly required to use his/her

hands to handle or feel; reach with hands and arms; and talk or hear. The employee is

frequently required to stand, walk, and sit. Specific vision abilities required by this job

include close vision, color vision, distance, vision, depth perception and the ability to

adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described herein are representative of those an

employee encounters while performing 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 will routinely work in a normal

office setting and in the field at park and recreation sites and facilities. Evening and weekend work will be required.

Last updated 2/3/2023