**CITY OF FLAGSTAFF**

Flagstaff is the largest community in the high country and is the county seat for Coconino County, the largest county in the United States. A historic Route 66 town, Flagstaff is ideally located at the juncture of Interstate 17 and Interstate 40. Though still reflecting a small town atmosphere, it maintains a selective growth plan with new expansion programs underway.

The City of Flagstaff is Northern Arizona’s Employer of Choice! Our City government is devoted to enhancing the quality of life of our citizens and the experience of the many visitors who are attracted to Northern Arizona.

**Date Posted: May 10, 2019**

**Vacancy No: 066-19**

**Position Title: Beautification, Arts & Sciences Manager**

**Division / Section: Economic Vitality/Community Investment**

**Position Status: Full Time; FLSA Exempt; Benefit Eligible**

**Work Week: Monday – Friday; Winter Hours 8am-5pm; Summer Hours 7am-4pm**

**Salary Range: $61,482.51 - $66,000.00 Annually DOE**

**Closing Date: May 31, 2019**

Actively supports and upholds the City’s stated mission and values. Under the supervision of the Community Investment Director, as part of the Economic Vitality Division, this position performs responsible program management duties associated with the day-to-day operations of the city’s Beautification and Arts and Sciences Programs. Program management includes internal and external leadership; supervision; development and responsibility for the program’s budget; acting as liaison to the Beautification and Public Arts Commission, project management, contract management, program outreach, and education. Employees of this class are expected to exercise considerable independence, initiative, and professional expertise.

**ADMINISTRATIVE DUTIES**

* Supervisory: This job has full responsibility for supervision at the program level related to directing, rewarding, disciplining and scheduling other employees. This job has partial responsibility at the program level for hiring, transfers, promoting and terminating other employees (assists with or makes recommendations to the Community Investment Director).
* Budgetary: This job has full responsibility for budgeting at the program level (prepares, implements, and manages) for the following types of funds: Beautification and Public Art Funds provided through the City’s Bed, Board and Beverage tax.
* Strategic Planning: This job has full responsibility for strategic planning at the program level (develops, implements, interprets, and manages long and short-term goals).
* Policies/Procedures: This job has full responsibility for policies and procedures at the program level (develops, implements, and interprets).
* Compliance: This job has partial responsibility at the program level (follows, assists in ensuring compliance with, and may enforce) Federal, State, and Local laws, rules, and regulations as well as City policies and procedures.
* Council Communications: This job has full responsibility for Council communication at the program level (makes recommendations and presentations, writes staff summaries, ensures Performance Measures are met, and balances needs with Council’s adopted priorities and direction).
* Reporting: This job has full responsibility for working with Federal/State/Local agencies at the program level (ensures requirements are met, trains others on requirements and methods, and addresses discrepancies) to assure timely coordination and completion of projects.

**EXAMPLES OF THE WORK PERFORMED (ILLUSTRATIVE ONLY)**

* Provides excellent customer service to both internal and external customers.
* Provides and/or supervises project management for implementation of beautification and public art projects from inception to completion, including scoping, budget management, inter-agency coordination, design and construction services, stakeholder and public communications, and close-out; works closely with other divisions, including Capital staff on various projects as needed.
* Provides oversight of the maintenance of the City’s public art and beautification assets.
* Provides technical assistance to internal and external customers in design fields such as community and neighborhood planning, urban design, graphic design, and landscape architecture.
* Ensures program reporting requirements are met, trains others on reporting requirements and methods, and addresses discrepancies in reporting.
* Responsible for carrying out or managing tasks related to arts, sciences, and beautification.
* Prepares and presents oral and written reports to the City Council, citizen advisory boards and commissions, City management, other City Divisions and employees, clients, stakeholders, and the general public, effectively communicating program objectives and activities, as well as applicable rules and regulations.
* Develops and manages service contracts with partner(s) in support of Flagstaff arts, scientific and cultural activities, events and organizations.
* Procures and manages various purchase and professional service contracts as required to accomplish program functions.
* Participates in and attends meetings of various Federal, State, regional, and local agencies as well as various community groups representing arts, sciences, and beautification matters on behalf of the City.
* Other duties as assigned.

**MINIMUM REQUIREMENTS**

* Bachelor’s Degree in public art, landscape architecture, urban design, public art management, planning, or a related field.
* Five years of progressive professional experience in landscape architecture, public art management, or urban design.
* Three years of supervisory experience.
* Or any combination of education, experience, and training equivalent to the above Minimum Requirements.

**DESIRED EXPERIENCE AND TRAINING**

* Master’s degree in public art, landscape architecture, urban design, public art management, planning, or a closely related field that provides an appropriate urban design background.
* Two years of project management experience.
* Experience with urban design and public improvement engineering.
* Professional registration as a landscape architect or planner.

**OTHER REQUIREMENTS**

* Must possess, or obtain upon employment, a valid Arizona driver’s license.
* Regular attendance is an essential function of this job to ensure continuity.
* Ability to attend meetings in the evenings and on weekends as necessitated by the position.
* Some travel is required.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES (ILLUSTRATIVE ONLY)**

* Ability to read, analyze, and interpret complex documents; respond effectively to sensitive inquiries or complaints; write speeches and articles using original, innovative, or lively techniques or style; and make effective presentations on controversial or complex topics to top management, public groups, city commissions, city council, and other agencies.
* Proven ability to exercise independent judgment and initiative.
* Ability to organize and prioritize work to adequately handle multiple projects at one time.
* Ability to oversee and effectively supervise and manage staff.
* Strong team building skills and ability to obtain consensus with diverse groups.
* Ability to establish and maintain effective working relationships with public officials, other City employees, developers, property owners, citizen groups, city commissions and the general public.
* Ability to conduct original research and make sound administrative analysis relating to policy and management problems.
* Ability to plan and implement a variety of programs, projects, and activities related to beautification, art and science.
* Particularly as utilized by municipalities for both regulation and implementation, a working knowledge of the principles, regulations (Federal, State, regional, and local), and best practices of site planning, architecture, and landscape architecture.
* Working knowledge and experience in working with public (Federal, State, regional, and local) as well as private financing mechanisms for municipal capital programs, development, and redevelopment.
* Advanced graphic communication skills in the use of design applications such as Autocad, Sketch-up, Adobe Photoshop and Illustrator, and hand drawing are desirable.
* Proficient skill in Microsoft Office Suite, including Word, Excel, and PowerPoint.

**PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT**

* While performing the duties of this job, the employee is frequently required to talk or hear, regularly required to sit, and occasionally required to stand, walk, use hands to finger/handle/feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl.
* The employee must occasionally lift and/or move up to 25 pounds.
* Vision requirements for this position include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.
* Working conditions include occasional exposure to cold and wet or humid conditions; and outdoor weather conditions.
* The noise level in the work environment is usually moderate.

**PRE-EMPLOYMENT REQUIREMENTS**

* There are no pre-employment physical requirements for this position.
* There are no pre-employment testing requirements for this position.
* There are no pre-employment vaccination requirements for this position.

**CLASSIFICATION INFORMATION**

* Range 213, C-4-2, FLSA exempt

**TO APPLY ONLINE:**

In order to apply for this position you will have to fill out a City of Flagstaff application on our website. Visit our website to apply or for more information on this position and other opportunities. You will find complete job descriptions, requirements and application information at: [**http://www.flagstaff.az.gov/jobs**](http://www.flagstaff.az.gov/jobs)

**NOTE: Applications are due to the Human Resources department by 4PM on the closing date regardless of the postmarked date.**

**TO APPLY IN PERSON:**

Applications are available and can be turned in at:211 W. Aspen Ave., Flagstaff, AZ 86001

Call our general information line at (928) 213-2090 or (800) 463-1389 to request an application by mail. Fax your resume to (928) 213-2089 or E-mail: [human.resources@flagstaffaz.gov](mailto:human.resources@flagstaffaz.gov)

**Additional information about current and open job vacancies can also be found by calling our job line at (800) 463-1389.**

The City of Flagstaff is an Equal Opportunity/Affirmative Action employer.

All qualified applicants will receive consideration for employment without regard to race, color,

religion, sex, national origin, disability, age, or protected Veteran status.

**AmeriCorps, Peace Corps and other national service alumni are encouraged to apply.**

**Paid Holidays** • **Paid Vacation Days** • **Paid Sick Days** • **Health/Dental/Life/Vision Insurance**