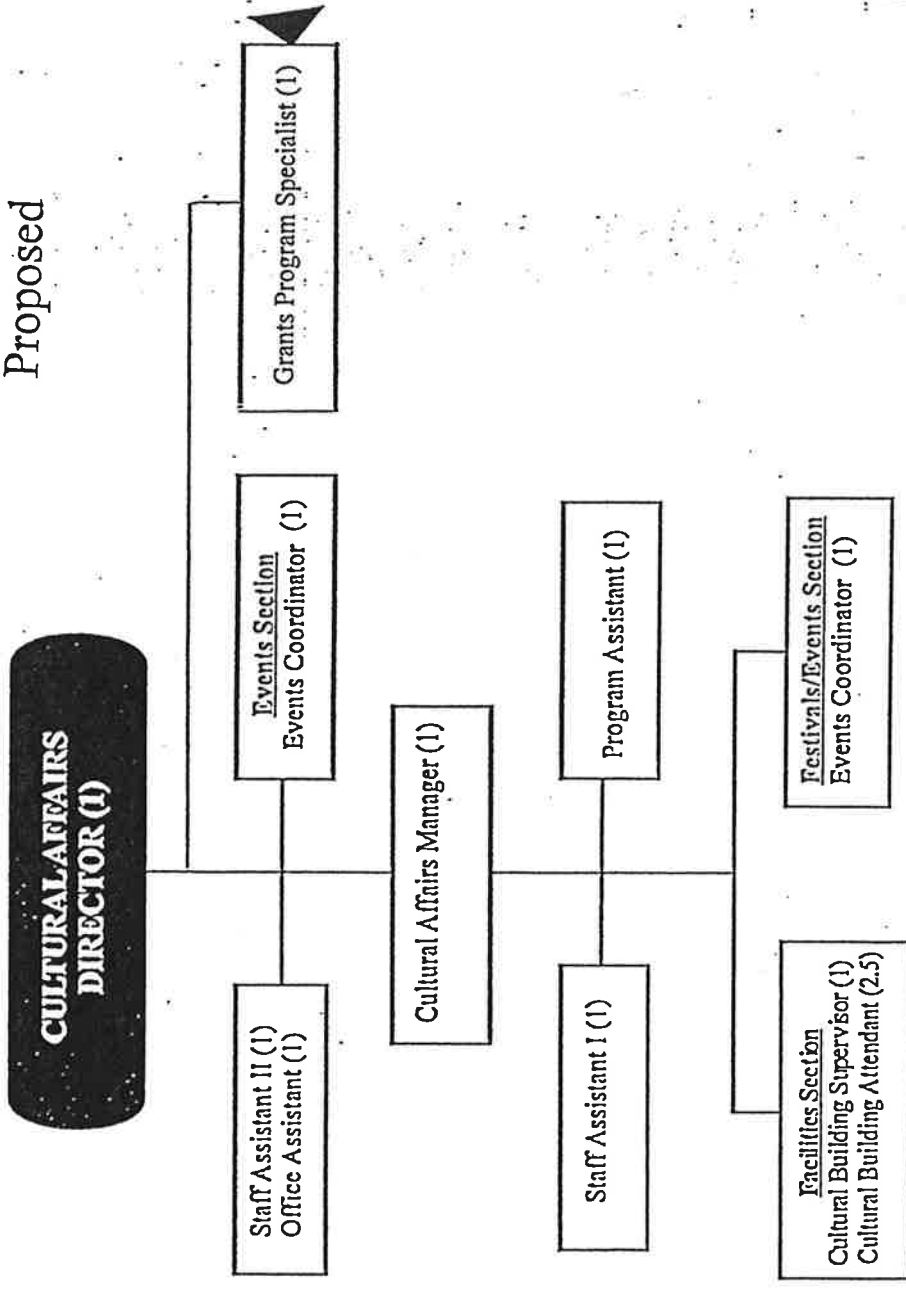


CULTURAL AFFAIRS FY 01-02 ADOPTED ORGANIZATION CHART

Personnel Changes
None

Proposed

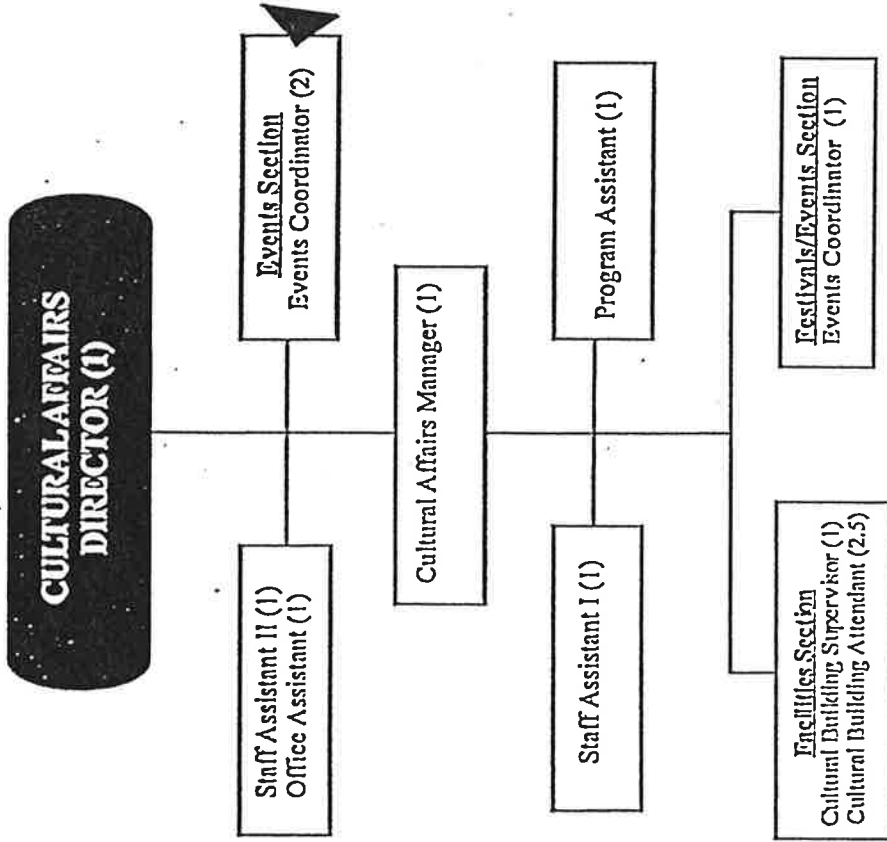


Total Employees - 12.5

CULTURAL AFFAIRS FY 01-02 ADOPTED ORGANIZATION CHART

Personnel Changes
None

Current



Total Employees - 12.5

DRAFT

CITY OF GAINESVILLE
JOB DESCRIPTION

CLASS CODE TBA
TBA

GRANTS PROGRAM SPECIALIST

NATURE OF WORK

This is professional work coordinating and monitoring granting evaluation and award processes and related programs, services, and activities; and evaluating requests, issuing events permits, and coordinating City services for approved events.

CLASSIFICATION STANDARDS

Positions allocated to this classification reports directly to a department head and work under general supervision. Work in this class is distinguished from higher level classes by its lack of managerial responsibilities and from lower level classes by its emphasis on grants process coordination and monitoring responsibilities.

EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Depending on area of assignment:

Interprets and applies local and state policies, procedures and ordinances as they pertain to grant services, programs, guidelines and practices, so as to identify their compatibility with the City's comprehensive goals and priorities.

Plans and coordinates activities and personnel related to city grant services, programs and activities in accordance with all applicable laws, rules, regulations and directions from local and state offices.

Confers with citizen groups and committees to develop awareness of the grant programs, and formulates new program recommendations. Provides support to the Gainesville/Alachua County Cultural Affairs Board and/or other appointed boards as relates to grant services, programs and activities.

Plans, organizes and implements public grant application scoring sessions. Works with ad hoc and subcommittee panels to review funding proposals and budgetary matters.

Serves on committees related to job functions and represents the department at meetings.

Prepares grant award agreements with recipient agencies and monitors compliance with grant provisions.

Initiates and writes grant guidelines, develops policies and procedures for implementation of guidelines.

Maintains a compliance system for City grants, including application schedules, recipient reporting schedules, notifications, compliance review processes.

Ensures timely receipt of funds for grant revenues and timely payment of grant awards.

DRAFT

GRANTS PROGRAM SPECIALIST- PAGE 2
JOB DESCRIPTION

CLASS CODE TBA
TBA

Establishes and maintains an inventory and monitoring system for the tracking of grants award payments and revenues.

Reviews event applications and coordinates event activities with functions of other City departments, public agencies and other organizations.

Oversees distribution of City event permits for banners, noise, parades, and temporary street closings.

Prepares, executes, and monitors contractual agreements between vendor agencies and City departments.

Evaluates compliance with grant requirements.

Accounts for all funds raised and spent.

Prepares reports and recommendations.

Prepares and monitors grant program budgets.

Supervise, plan, and coordinate the work of assigned staff.

Attends work on continuous and regular basis.

NON-ESSENTIAL JOB FUNCTIONS

Receives and answers inquiries for information regarding grant programs.

Performs other related work as required.

MINIMUM QUALIFICATIONS

Graduation from a four year accredited college or university with major course work in public or business administration; and two (2) years of grants monitoring and coordination experience, or an equivalent combination of training and experience which provide the required knowledge, ability, and skills.

LICENSES/CERTIFICATES

None.

NOTES

May be required to attend meetings outside business hours.

SELECTION FACTORS

Depending on area of assignment:

Thorough knowledge of basic principles, practices and techniques of grants administration and familiarity with state and local funding processes and programs.

DRAFT

GRANTS PROGRAM SPECIALIST- PAGE 3
JOB DESCRIPTION

CLASS CODE TBA
TBA

Thorough knowledge of municipal departmental organizations and functions and their interrelationship within the organization, as well as with other levels of government.

Knowledge of requirements specified in City Ordinances relating to special events.

Knowledge of operations, functions, and scope of authority of City departments and offices as related to handling of requests for special events.

Knowledge of the forms, terminology and procedures used in administering grants.

Knowledge of the principles and practices of public administration.

Knowledge of computers and relevant software.

Ability to secure proper documentation and logically assemble, organize and present data in written and oral form.

Ability to communicate effectively, both orally and in writing.

Ability to prepare comprehensive reports and recommendations.

Ability to work effectively with elected officials, Charter Officers, department heads, representatives of other agencies, other City employees and the general public.

Human Resources Department: _____ / _____

Date

** This section of the job description is not intended to be a comprehensive list of duties and responsibilities of the position. The omission of a specific job function does not absolve an employee from being required to perform additional tasks incidental to or inherent in the job.

REVISION DATE: [DRAFT:02/22/02]

EVENTS COORDINATOR

NATURE OF WORK

Professional and administrative work directing, planning, and implementing varied City special events and programs.

CLASSIFICATION STANDARDS

Positions allocated to this classification report to a designated supervisor and work under general supervision. Work in this class is distinguished from higher classes by its lack of managerial duties and from lower classes by its emphasis on development and administration of special events.

EXAMPLES OF WORK**

ESSENTIAL JOB FUNCTIONS

Develops financial support and marketing programs for special event and cultural programs.

Accounts for all funds raised and spent.

Designs publicity campaigns. Represents City before citizen's groups.

Coordinates, directs, plans, and implements events programming.

Coordinates departmental and City-wide public relations for events by issuing press releases, appearing on radio and television programs, and making presentations to community groups.

Oversees distribution of City special events permits for banners, noise, parades, and temporary street closing.

Administers and monitors contractual agreements between vendor agencies and operations components.

Determines technical and event talent needs and makes necessary arrangements for procurement.

Prepares related reports and statistical data.

Recommends selection, promotion, discharge, and other appropriate personnel actions. Participates in employee training.

Works with City departments, the general public, and local organizations in planning and presenting events.

Recruits, organizes, and supervises volunteers for special events and other functions.

Assists in preparation and tracking of annual budget.

Supervises, plans and coordinates work of subordinates.

Attends work on continuous and regular basis.

NON-ESSENTIAL JOB FUNCTIONS

May act in absence of supervisor.

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Graduation from an accredited college or university with major course work in Public Administration, Public Relations or related field and two years events experience or progressively responsible marketing, fund raising experience, or an equivalent combination of training and experience which provides the required knowledge, ability, and skills.

LICENSES/CERTIFICATES

Valid Florida Driver's License required.

NOTES

Computer software (MS Word and Excel) experience highly desired.

May be required to attend events outside normal business hours.

May require supervisory experience.

Attention to detail required.

SELECTION FACTORS

Thorough knowledge of special events and local resources.

Knowledge of principles, objectives, and goals of municipal community special events.

Knowledge of principles and practices of public relations and fund raising.

Knowledge of operations, functions, and scope of authority of City departments and offices as related to handling of requests for special events.

Knowledge of governmental budget procedures.

Ability to work effectively with coworkers and the general public.

Ability to recruit, coordinate, train, and supervise volunteer staff.

Ability to plan, direct and supervise work of others.

Ability to prepare and maintain records and reports.

Ability to communicate effectively, both orally and in writing.

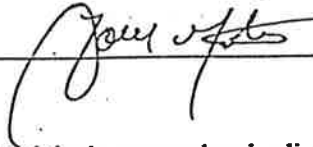
Knowledge of computers and relevant software.

Ability to raise funds and obtain donations.

Ability to develop and implement marketing and public relations programs.

Ability to effectively interact with sponsors, financial supporters, media and artists.

Human Resources Department:



12/1/99

Date

** This section of the job description is not intended to be a comprehensive list of duties and responsibilities of the position. The omission of a specific job function does not absolve an employee from being required to perform additional tasks incidental to or inherent in the job.

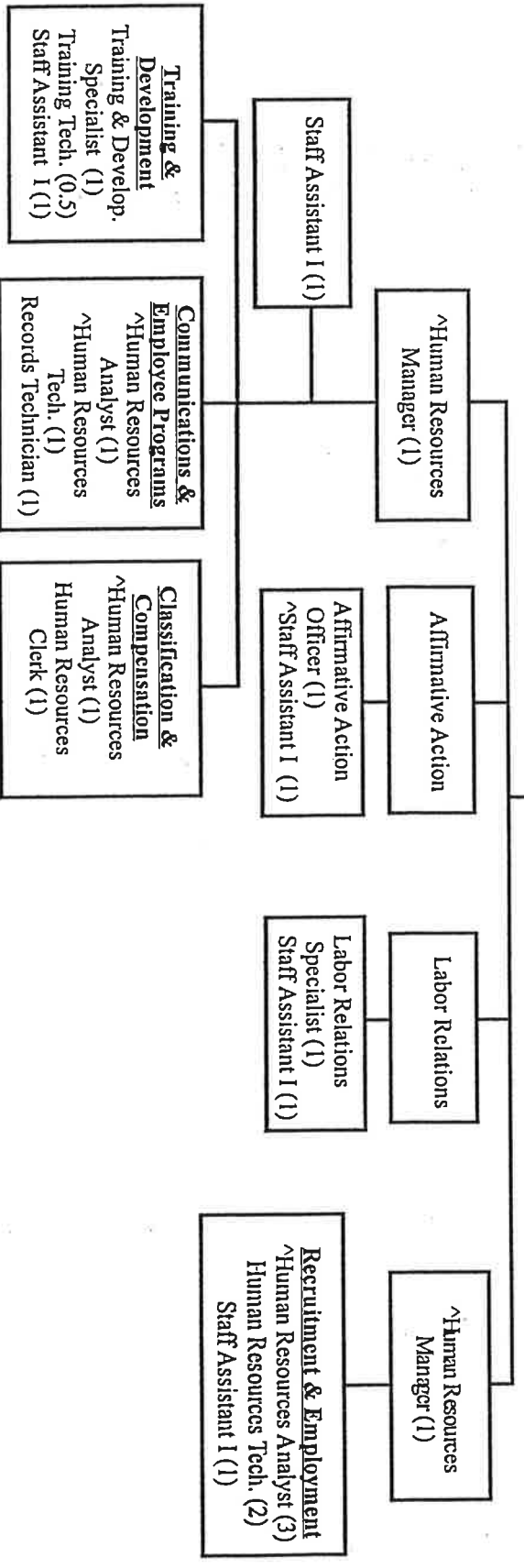
REVISION DATE: 12/1/94; 12/1/99.

HUMAN RESOURCES FY 01-02 ADOPTED ORGANIZATION CHART

HUMAN RESOURCES DIRECTOR (1)

- Personnel Changes**
- ^Add Human Resources Manager (2)
 - ^Add Human Resources Analyst (2)
 - ^Add Human Resources Technician (1)
 - ^Delete Employee Services Manager (1)
 - ^Delete Sr. Human Resources Analyst (3)
 - ^Delete Staff Assistant (0.50)
 - ^Add Staff Assistant I (0.5) in Affirmative Action
 - ^Add Staff Assistant I (0.5) in Administration

Exec. Assistant (1)
^Staff Assistant I (0.5)



Total Employees - 23

^Changes made during FY 1999 and FY 2000

Proposed
21.5 FTE

Human Resources

