



STAFF REPORT

Report To: Board of Supervisors

Meeting Date: March 1, 2018

Staff Contact: Nancy Paulson, Deputy City Manager

Agenda Title: For Possible Action: To approve the 1st Amended Cooperative Agreement between Carson City (the "City"), a consolidated municipality and political subdivision of the State of Nevada, and the Carson City Culture and Tourism Authority (the "CTA"), a County Fair and Recreation Board created by the City pursuant to NRS 244A for administrative services and facility use and management to be funded by 2% of the total 11% transient lodging tax rate (approximately \$414,000 in FY 18). (Nancy Paulson, npaulson@carson.org)

Staff Summary: The agreement is being amended to add a provision for the City to administer the position of the Arts and Culture Director (which will be re-titled to Coordinator under the City's classification guidelines) to be funded from the 1% increase in the transient lodging tax rate approved by the Board of Supervisors on May 5, 2016. The position will be responsible for the implementation of the Carson City Arts and Cultural Master Plan and the Cultural Tourism Campaign.

Agenda Action: Formal Action/Motion

Time Requested: 10 Minutes

Proposed Motion

I move to approve the 1st Amended Cooperative Agreement between Carson City (the "City"), a consolidated municipality and political subdivision of the State of Nevada, and the Carson City Culture and Tourism Authority (the "CTA"), a County Fair and Recreation Board created by the City pursuant to NRS 244A for administrative services and facility use and management to be funded by 2% of the total 11% transient lodging tax rate (approximately \$414,000 in FY 18).

Board's Strategic Goal

Efficient Government

Previous Action

September 5, 2013 - The Board approved the original agreement between Carson City and the Carson City Convention and Visitors Bureau (now known as the Carson City Culture and Tourism Authority) for administrative services (excluding legal services) and facility use and management to be funded with .75% of the total 10% transient lodging tax rate.

November 2, 2017 - The Board approved a new Cooperative Agreement between Carson City and the Carson City Culture and Tourism Authority for administrative services and facility use and management to be funded by 1% of the total 11% transient lodging tax rate.

Background/Issues & Analysis

On February 12, 2018, the CTA unanimously approved the amended agreement to allow the CTA Arts and Culture Director (Coordinator) position to be brought under the purview of the City and for the 1% transient lodging tax intended for this purpose to be administered by the City.

The CTA believes that the 1% transient lodging tax dedicated to funding the employment and administration of the Arts & Culture Director (Coordinator), the associated costs in diversifying cultural offerings that allow Carson City to compete in the cultural tourism market and all operational costs associated with the implementation of the Carson City Arts and Culture Master Plan would be better realized under the administration of the City.

As an employee of the City, the Arts and Culture Coordinator would be considered an FLSA exempt position covered by the Resolution of the Board of Supervisors of Carson City setting forth the Benefits for Unclassified Employee's effective July 1, 2016. The pay grade would be a P3 with a range of \$62,042.20 to \$93,064.33.

Applicable Statute, Code, Policy, Rule or Regulation

NRS 277.180

Financial Information

Is there a fiscal impact? Yes No

If yes, account name/number: 1% transient lodging tax revenue - General Fund / Admin Services 101-0000-337-05-01.

Expenditures - General Fund / Arts & Culture Department

Is it currently budgeted? Yes No

Explanation of Fiscal Impact: The additional \$207,000 in annual revenue from the 1% transient lodging tax for Arts & Culture will be appropriated to the General Fund / Arts & Culture Department as part of the June 2018 budget augmentation.

Alternatives

Not approve the Amended Cooperative Agreement.

Board Action Taken:

Motion: _____

1) _____

Aye/Nay

2) _____

(Vote Recorded By)

1st Amended Cooperative Agreement for Administrative Services and Facility Use & Management

This Cooperative Agreement, dated this ____ day of _____, 2018, is entered by and between Carson City (the “City”), a consolidated municipality and political subdivision of the State of Nevada, and the Carson City Culture and Tourism Authority (the “CTA”), a County Fair and Recreation Board created by the City pursuant to NRS 244A.597. The City and the CTA will be at times collectively referred to as the “Parties” or individually as the “Party”.

WITNESSETH

WHEREAS, the CTA wishes to program the City facilities and venues for events that will draw visitors from outside of the region and create positive economic impact for Carson City; and,

WHEREAS, the City currently provides certain services in the area of Human Resources, Payroll Administration, Information Technology, Parks and Recreation, Public Works, Community Development,

WHEREAS, the City also currently provides certain legal services to the CTA; and,

WHEREAS, this Agreement will be of benefit to both parties – to the CTA by reducing costs for the CTA and to the City by increasing revenue to the City; and,

WHEREAS, the City is willing and able to perform the services described herein; and

WHEREAS, pursuant to NRS 277.180 the City and the CTA are public agencies that are authorized to cooperate in the performance of this interlocal agreement; and

WHEREAS, pursuant to NRS 277.180 it is reasonably foreseeable that both agencies will expend more than \$25,000 to carry out this agreement and thus it must be ratified and approved by the official action of the Carson City Board of Supervisors as a condition precedent prior to its entry into force; and

NOW THEREFORE, in consideration of the promises and of the mutual covenants herein contained, it is agreed as follows:

THE CITY AGREES:

1. To provide financial administration for all CTA funds as follows:
 - a. Maintain a separate agency fund in the City’s general ledger to account for all of the CTA’s accounting transactions.
 - b. Process accounts payable transactions from CTA funds as entered by the CTA into the City’s accounts payable system.

- c. Process biweekly payroll and benefits from CTA funds as entered by the CTA into the City's payroll processing system.
- d. Provide the CTA with bank deposit slips in order for the CTA to deposit transient lodging tax and other revenues generated by the CTA into the City's bank account.
- e. Reconcile and post bi-monthly revenue reports as prepared by the CTA.
- f. Transfer room tax debt service payments bi-annually from CTA funds maintained by the City to the City's Debt Service Fund as directed by the CTA.
- g. Invest any funds in CTA funds via the Carson City Treasurers investment program. Any interest income earned by such funds will be deposited in the CTA agency fund.
- h. Maintain the CTA'S capital asset listing to track capital asset acquisitions and deletions.
- i. Provide monthly and year-end financial reports.

2. To provide Human Resource assistance as follows:

- a. When the CTA notifies the Human Resources Department of an opening, the City will post the position on governmentjobs.com and forward all applications received to the CTA Director. The CTA is responsible for notifying the applicants selected for interviews and those not selected. The CTA is responsible for confirming that an employee has all necessary certifications and training needed for the position held. The CTA is responsible for sending out the offer letter and coordinating and conducting any pre-employment testing or background searches. The City will verify the employee's eligibility to work in the United States. The CTA will provide its own new hire orientation. The CTA is responsible for managing its employees and providing any necessary training. The CTA employees are not employees of Carson City.
- b. The City will provide the new hire benefit's orientation as long as the CTA participates as a member on the City's benefit plans.
- c. The City will input all employment changes into the City's payroll system once received by the CTA.
- d. The City will allow the CTA to participate in the health, dental, vision and life insurance plans that are provided to City employees, if allowed by the benefit providers. The CTA will pay for all costs associated with participating in the benefit plans. The City is responsible for negotiating all benefit contracts and providing the benefit information to the CTA Director once approved by the Carson City Board of Supervisors. The City will enroll each eligible CTA employee into the Nevada Public

Employer's Retirement System. The CTA is responsible for complying with all PERS regulations.

- e. Except as indicated in the Legal Services Section in Section 7 herein, the CTA is responsible for providing for and managing its unemployment and worker's compensation insurance claims, EEOC claims and employment related lawsuits. The CTA is responsible for handling all CTA personnel issues.
 - f. The City will administer the position of the Arts and Culture Director to be funded from the 1% increase in the transient lodging tax rate approved by the Board of Supervisors on May 5, 2016. This position will be responsible for the implementation of the Carson City Arts & Cultural Master Plan and the Cultural Tourism Campaign. The Arts and Culture Director will report directly to the City Manager.
3. To provide Information Technology services as follows:
- a. The City's IT Department will support the following. Unless otherwise stated, the CTA will purchase equipment, software, and outside service costs. All services are subject to City standards.
 - i. Telephone service - Service includes all functions normally offered to City VoIP system users (cost of phone sets funded by the CTA).
 - ii. Full Help Desk Support.
 - iii. Ongoing network support - Includes Internet support and bandwidth adequate for basic browsing and/or a single video conferencing link.
 - iv. Antivirus software for computers (provided by the City's IT department).
 - v. Support for City applications, such as the City's financial system, subject to approval by the department that owns the system and data.
 - vi. E-mail service.
 - vii. Smartphone connective to e-mail system; may require funding from the CTA for mobile device management software; terms to be same as City departments.
 - viii. Server storage space up to 50 gB per user, fully backed up.
 - ix. A basic page on the City's Web site or links from the City's site to the CTA site.
 - x. Printers, copiers, fax machines: If connected to City network. Does not include maintenance or repair costs. Inexpensive personal output devices (such as inkjet desktop printers) are considered disposable, and subject to very limited support.
 - b. The following items are supported by the City's IT department and will entail equipment or service costs to be funded by the CTA.
 - i. Fax line/emergency phone line.
 - ii. Microsoft Office applications.
 - iii. Customized changes to the CTA's Web presence.

- iv. Network equipment and building Wi-Fi.
- v. Connection between CTA and the City's network, and associated equipment.
- vi. Additional phones.
- vii. Additional computers.
- viii. Wiring for additional computers or phones that is not already in place.
- ix. Other systems may be supported upon mutual agreement, with costs to be determined.

4. To provide Parks and Recreation Services as follows:

- a. The City and the CTA will work cooperatively to develop a priority reservation process for the use of selected and specific City owned parks and recreation facilities. The priority reservation process will recognize and honor existing contractual obligations or agreements for facility uses for City sponsored/co-sponsored meetings, programs and events; and facility use by outside agencies (government, quasi-governmental and non-profit organizations) that have current use agreements with the City. Perpetual reservations at the Bob Boldrick Theater (minimum of two consecutive years) will also be considered as existing obligations.
- b. Events having the potential to provide a positive economic impact to City tax revenue will receive priority for booking reservations. These events that receive endorsement from the CTA will be allowed free use of these facilities, on-site equipment and services provided by the City including staffing and support of the event.
- c. The CTA will actively recruit events that have the potential to provide a positive community economic impact. The CTA will work with the City to book or reserve facilities for these events. The Parks and Recreation Department will be responsible for processing final reservations, coordinating logistics and event details, and issuing appropriate permits/agreements directly with the event organizer.
- d. The City Parks and Recreation facilities applicable to this agreement include, John D. Winters Centennial Park, Carson City Fairgrounds/Fuji Park, Mills Park, Governor's Field, Multipurpose Athletic Center (MAC), and Pete Livermore Sports Complex. Mills Park includes the Aquatic Facility, Carson City Community Center, Bob Boldrick Theater, and the Marv Teixeira Pavilion. Additional Parks and Recreation locations will be considered only upon prior approval from the Parks and Recreation Director or their designee. Carson City Fairgrounds/Fuji Park includes the arena, barns, seating and other recreation amenities with the exception of Bailey Pond. This does not include Carson City Open Space properties without prior approval of the Open Space Advisory Committee.

- e. To ensure that there are minimal impacts to user groups and the general public at the City's Parks and Recreation facilities the following guidelines will be established for certain locations:
 - i. Mills Park Aquatic Facility: A maximum of four endorsed events each calendar year. The Multipurpose Athletic Center (MAC): A maximum of 12 endorsed events (one per month) each calendar year.
 - ii. Mills Park Bob Boldrick Theater: The CTA will be given the first right of refusal for any availability beyond contractual obligations as outlined in section 4a above.
 - iii. Mills Park Community Center and Marv Teixeira Pavilion: City sponsored youth recreation programs occur annually to coincide with Carson City School District breaks (summer, winter, spring). Endorsed events will be allowed to occur outside of the standard program days/operating hours (Monday-Friday 6:30am-6pm) to ensure the youth recreation programs are not negatively impacted or conflict with endorsed event activities.
 - iv. Carson City Fairgrounds/Fuji Park: Bailey Pond will remain open and available for the general public at all times during endorsed events due to City contractual obligations with the State of Nevada Department of Wildlife. Endorsed events shall not prohibit public access and use of the pond for the public to use and enjoy from 8am to dusk.
- f. The Parks and Recreation Department will inform the CTA of contacts and inquiries it receives of events that may have tourism or visitor potential for Carson City and refer event organizers directly to the CTA for potential endorsement consideration.
- g. Direct costs are determined by the City and may include elements such as seasonal staff and inmate labor, event coordination, services and supplies provided, equipment (including rental equipment), utilities, and facility use. Direct costs will not include allocation of full time staff or staff that is regularly scheduled during the day/time of the event at any particular facility. Overtime incurred by employees (seasonal, part time, or full time) will be included as a direct cost.
- h. The CTA will make all reasonable efforts to include the Parks and Recreation Department in pre-planning meetings and coordination with event organizers. The CTA will notify the Parks and Recreation Department regarding approval of newly endorsed events at least sixty days in advance or at the time of the special event Major Project Review (MPR) meeting to ensure adequate resources can be allocated to support the event or if the event should be considered by the Carson City Parks and Recreation

Commission. Endorsed events with less than sixty days' notice will be considered by the Parks and Recreation Director or their designee.

- i. Approved events. The events outlined in Exhibit A, attached hereto and incorporated by reference, are reoccurring events that the CTA wishes to endorse on a regular basis at the City's Parks and Recreation facilities. Events not included in Exhibit A will require the processes and approvals as outlined above and may require a Major Project Review, depending on the size and scope of the event. The CTA shall meet with the Parks and Recreation Department annually to update this Exhibit and related information.
5. To provide Public Works services as follows:
 - a. For events outlined in Exhibit A requiring the Public Works Department to provide labor, equipment, or materials, the CTA will include the Public Works Department in the event planning meeting. At the meeting the CTA will provide Public Works with an outline of required work and a proposed schedule for each work item.
 - b. For events not included in Exhibit A, the Public Works Department will provide the CTA within one week of the event planning meeting a cost estimate and comments on the proposed schedule. If the CTA agrees with the proposal from the Public Works Department they will respond in writing a minimum of two weeks prior to the event taking place. After the event is completed, the Public Works Department will provide an invoice to the CTA of actual expenditures for the event to include labor, equipment, and materials that was used for the event.
 6. To provide Community Development special event services for downtown special events as follows:
 - a. The City and the CTA will work cooperatively to develop a priority reservation process for the use of McFadden Plaza and other city rights-of-way (streets) within the downtown area to support special events. The priority will recognize and honor pre-existing contractual obligations or agreements for City sponsored/co-sponsored special events and special events by outside agencies that have use agreements with the City.
 - b. Downtown special events having the potential to provide a positive economic impact to City tax revenue will receive priority for reservation. Special Event application and vendor fees will be waived for events that receive endorsement from the CTA.
 - c. The CTA will actively recruit events that have the potential to provide a positive community economic impact. The CTA will work with the City to reserve downtown special event space. The Community Development Department will be responsible for processing a Special Event application and coordinating logistics and event details directly with the event organizer. Event organizers are responsible for providing all

information and documentation required for the Special Event permit at least 60 days prior to the event, including applicable liability insurance.

- d. The Community Development Department will inform the CTA of contacts and inquiries it receives of special events that may have tourism or visitor potential for Carson City and refer event organizers to the CTA.
 - e. Direct costs will be determined by the City as identified in the applicable city department subsections, above.
 - f. The CTA will make all reasonable efforts to include the Community Development Department in pre-planning meetings and coordination with downtown special event organizers. The CTA will notify the Community Development Department regarding approval of newly endorsed downtown special events at least 90 days in advance of the special event date to ensure that the special event space is available. Endorsed events with less than 90 days' notice will be considered by the Community Development Director or their designee on a case-by-case basis with consideration of the nature of any conflicting downtown special events.
7. To provide legal services to the CTA as follows:
- a. By and through the Carson City District Attorney's office, the City will:
 - i. Provide legal counsel to attend all meetings of the CTA;
 - ii. Legally represent and provide legal counsel to the CTA, and perform such other legal duties on behalf of the CTA as directed by the Executive Director of the CTA;
 - iii. Draw all legal papers and give written opinions as requested by the CTA or on its behalf;
 - iv. Except where CTA's insurance counsel is involved, initiate or defend against civil litigation on behalf of the CTA or its members or employees acting within the scope of their legal authorized employment or public duties, but not where civil litigation or other legal dispute exists involving the CTA and another client of the Carson City District Attorney's office; and
 - v. Train the CTA on Nevada's Open Meeting Law and Ethics in Government Law.

The CTA AGREES:

- 1. To timely submit all claims for payment of accounts payable and payroll and according to an agreed upon schedule created by the City between it and the CTA.

2. To collect all transient lodging taxes from Carson City lodging properties and deposit those taxes with the Carson City Treasurer for credit to the CTA agency fund.
3. To ensure that appropriate purchasing and financial policies and procedures are in place.
4. To be responsible for its own procurement of goods and services.
5. To be responsible for preparing, approving, and filing the CTA's annual budget and budget augmentations.
6. To be responsible for all financial reporting required by the State of Nevada Department of Taxation.
7. To be responsible for preparing the CTA's annual financial statements and providing an annual audit of its financial statements.
8. To ensure that appropriate personnel policies and practices are in use.
9. To pay for any direct costs associated with the City's telephone system.
10. To pay for any hardware and software information technology costs, except as provided in Section 3 Information Technology services.
11. To coordinate with City's personnel for the use of any City facilities for events to insure that all requirements of City are met by the event promoter / organizer.
12. To pay to the City, an amount equal to 2% of the total 11% transient lodging tax rate monthly.
13. To provide for its own liability insurance.

IT IS FURTHER AGREED:

1. That this Agreement will remain in effect until June 30, 2019.
2. Either Party may terminate this Agreement without cause upon 60 days' written notice to the other Party. Each Party agrees to perform their respective duties herein until the date of termination. All contractual obligations for scheduled events shall survive any termination.
3. The Agreement constitutes the entire agreement of the Parties and as such, is intended as a complete and exclusive statement of the promises, representations, negotiations, discussions, and other agreements that may have been made in connection with the subject matter hereof. Unless an integrated attachment to this Agreement specifically displays a mutual intent to amend a particular part of this Agreement, general conflicts in language between any such attachment and this Agreement shall be construed consistent with the

terms of this Agreement. Unless otherwise expressly authorized by the terms of this Agreement, no modification or amendment to this Agreement shall be binding upon the Parties unless the same is in writing and signed by the respective Parties hereto and approved by each Parties' respective counsel.

4. All notices or other communications required or permitted to be given under this Agreement shall be in writing and will be deemed to have been duly given if delivered personally in hand, by telephonic facsimile with simultaneous regular mail, or mailed certified mail, return receipt required, postage prepaid on the date posted, and addressed to the other Party at the following address:

FOR CITY:

Nick Marano, City Manager
201 N Carson Street, Suite 2
Carson City, NV 89701
(775) 887-2100
nmarano@carson.org

FOR BUREAU:

Carson City Culture & Tourism Authority
Chris Kipp, Operations Manager
716 North Carson Street, Suite 100
Carson City, NV 89701
775-283-7682/ FAX 775-687-7416
ckipp@visitcarsoncity.com

5. To the fullest extent of NRS Chapter 41 liability limitations, each Party shall indemnify, hold harmless and defend, not excluding the others right to participate, the other from and against all liability, claims, actions, damages, losses, and expenses, including but not limited to reasonable attorney's fees and costs, arising out of any alleged negligent or willful acts or omissions of the Party, its officers, employees or agents. Such obligation shall not be construed to negate, abridge or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any Party or person described herein. This indemnification obligation is conditioned upon receipt of written notice by the indemnifying Party within 30 days of the indemnified Party's notice of an actual or pending claim or cause of action. The indemnifying Party shall not be liable to hold harmless any attorney's fees or costs incurred by the indemnified Party if the indemnified Party elects to participate in any litigation or arbitration with legal counsel of its own choice.
6. The laws of the State of Nevada apply in interpreting and construing this Agreement.
7. The illegality or invalidity of any provision or portion of this Agreement shall not affect the validity of the remained for the agreement.

8. Nothing contained in this Agreement is intended to convey any rights or to create a contractual relationship with any third party or to otherwise allow a third party to assert a cause of action against either CITY or CTA arising from, or related to, this Agreement.
9. Each Party agrees to keep and maintain under generally accepted accounting principles full, true and complete records and documents pertaining to this Agreement and will present, at any reasonable time, such information for inspection, examination, review, audit and copying at any office where such records and documentation is maintained.
10. Neither Party shall assign, transfer or delegate any rights, obligations or duties under this Agreement without the prior written consent of the other party.
11. The Parties represent and warrant that the person executing this Agreement on behalf of each Party has full power and authority to enter into this Agreement and that the Parties are authorized by law to perform the services herein.
12. Failure of either Party to perform any obligation of this Agreement shall be deemed a breach. Except as otherwise provided for by law or this Agreement, the rights and remedies of the Parties shall not be exclusive and are in addition to any other rights, remedies provided by law or equity, including but not limited to actual damages incurred, and reasonable attorney's fees and costs incurred by the prevailing Party.
13. The Parties will not waive and intend to assert available NRS Chapter 41 liability limitation in all cases. The Parties expressly waive any claim for punitive damages and understand that the remedy for any willful or intentional misconduct shall be remedied through the political process.
14. Any future modification of this Agreement shall be subject to the provisions covered by this Agreement and approval of such modification shall be in writing and signed by a representative of each Party.

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15. The City and CTA will meet annually to discuss the Cooperative Agreement. All City Departments involved in the Agreement will be represented (if they choose to be) in the annual meeting. Any changes to the Agreement will be presented to both the Board of Supervisors and the Carson City CTA Board of Directors for approval.

IN WITNESS WHEREOF, the Parties have executed this Agreement on the day and year first above written.

CARSON CITY, NEVADA

CARSON CITY VISITORS BUREAU

Mayor – Robert L. Crowell

Chairman – Jonathan Boulware

Board of Supervisors

Board of Directors

Attest:

Attest:

Clerk

Secretary

Approved as to Legality and Form:

Attorney



JOB DESCRIPTION

JOB TITLE: Arts & Culture Coordinator

OFFICE: Executive Office

REPORTS TO: City Manager

FLSA: Exempt

GRADE: P3

DATE: Feb. 2018

SUMMARY OF JOB PURPOSE:

Programs, organizes, implements and evaluates programs, events and activities that promote arts education, fine arts, visual arts, special events, public and community art projects, performing arts, exhibitions and festivals; organizes and conducts outreach efforts and collaborates with community groups, schools and other arts organizations to promote program awareness and advance the overall efforts of the City's arts and culture programs, as adopted in the City's Arts & Culture Master Plan.

ESSENTIAL FUNCTIONS:

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

- Plans, implements, acquires and oversees the City's public art program; coordinates the process for selecting artists for commissioned projects including writing and distributing RFPs/RFQs and coordinating selection panels; writes, negotiates, and monitors contracts with artists for the purchase of artwork and commissioning of public art; serves as a liaison with city Departments/Offices and outside agencies through design development, review of projects which include a public art element; develops, implements, and monitors service contracts for the maintenance and conservation of public art owned by the City.
- Conducts extensive community outreach efforts; develops methods and opportunities for community input and participation; organizes and facilitates workshops, classes and public presentations; serves as a liaison between artists, City Departments/Offices, designers, architects, landscape architects and community groups; prepares and posts Carson City Cultural Commission meeting agendas and supporting documents, presents to the Carson City Cultural Commission and the Board of Supervisors.

- Develops, implements and oversees arts and cultural programs; recommends, develops, and implements short/long term-goals, objectives, and projects; creates and seeks partnership opportunities with non-profit organizations, schools and other organizations and businesses to advance the overall goals of the program, the Carson City Cultural Commission and the City; evaluates and modifies programs for maximum efficiency and customer satisfaction by reviewing current standards and programs, conducting participant surveys and researching similar programs; prepares and presents program reports; markets and generates awareness for programs and projects by assisting in the development of collateral, updating websites, the community calendar, and social media platforms; prepares information for quarterly brochure and e-blasts.
- Implements and manages Carson City's Arts & Culture Master Plan, as adopted.
- Manages and participates in the development and implementation of program funding and budget; researches, submits and administers applicable federal, state and local grants; generates funds through contacts with private sector organizations, non-profit organizations, foundations, government entities and other sources.
- Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommend and administer policies and procedures.
- Communicate and confer with a variety of community organizations; agencies, special interest groups, and concerned citizens regarding services and programs; elicit opinions and relevant feedback, answer questions and address concerns, facilitate productive discussions, and represent the Carson City Cultural Commission and the City in a positive and effective manner.
- Participate in a variety of activities to enhance community relations; develop and manage outreach efforts and activities to enhance program visibility within the community; make presentations, attend meetings and events, and participate in community organizations as a representative of the City and the cultural development interests and efforts.
- Review, analyze, evaluate and summarize a variety of narrative and statistical data and feedback regarding assigned programs and projects to monitor success in terms of utilization, customer satisfaction, cost effectiveness, return-on-investment, and overall value to the community; initiate and monitor necessary changes and modifications to current services as well as updating future planning and projections accordingly.
- Prepare contracts; inspect or supervise on-site public art installations and/or the delivery of contracted services; evaluate completed work for project acceptance.
- Coordinate plans for maintaining public art.
- Serve as subject matter expert and the liaison for the Carson City Cultural Commission and City; negotiate and resolve sensitive and controversial issues.
- Serve as staff for the Carson City Cultural Commission; prepare and post the agendas; prepare supporting documentation and present staff reports and other necessary correspondence.
- Attend and participate in professional organizations; maintain awareness of new trends and developments in the field of arts administration and public art; incorporate new developments as appropriate.

- Uses standard office equipment, including a computer, in the course of the work; drives a personal or City motor vehicle to attend meetings and visit off-site City locations.
- Demonstrates courteous and cooperative behavior when interacting with elected officials, clients, visitors, and staff; acts in a manner that promotes a harmonious and effective workplace environment .

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:

Bachelor's degree with major course work in cultural planning, arts, public administration, or a related field and three (3) years of arts and culture experience; OR an equivalent combination of education, training and experience as determined by Human Resources.

Required Knowledge and Skills

Knowledge of:

- Operational characteristics, services and activities of an arts and culture program.
- Principles and practices of cultural, visual and performing arts development and administration.
- Principles and practices of program development and administration.
- Recent and on-going developments, current literature, and sources of information related to cultural, visual, and performing arts planning and administration.
- Cultural needs of various age groups.
- Principles and procedures of implementing and directing public arts and cultural service programs and the development of such programs through community participation.
- Principles and practices of governmental agency budget development, administration, implementation and reporting.
- Principles and practices of grant writing, fundraising and contract management.
- Applicable laws, codes and regulations.
- Computer applications related to the work.
- Business mathematics
- Records management principles and practices.
- Techniques for dealing with a variety of individuals, at all levels of responsibility, in person and over the telephone, often where relations may be confrontational or strained.
- Communicating effectively in oral and written forms.

Skill in:

- Overseeing and participating in the management of a comprehensive arts and culture program.
- Participating in the development and administration of goals, objectives and procedures.

Skill in:

- Preparing grant proposals and administration of grant awards
- Preparing reports, letters of inquiry, large program budgets; administering large program budgets.
- Identifying, developing and implementing art and culture programs to meet community needs.
- Understanding and implementing oral and written directions in an independent and effective manner.
- Determining, planning, managing, and evaluating public arts and culture services and programs suited to the needs of the community.
- Managing facilities and/or use permits.
- Conducting meetings and facilitating communications in a clear, concise and positive manner.
- Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions and implementing recommendations in support of goals.
- Researching, analyzing and evaluating new service delivery methods and techniques.
- Coordinating multiple projects and complex tasks simultaneously.
- Assisting in the preparation of valid funding projections.
- Interpreting, applying and explaining complex federal, state and local laws, regulations and policies related to the areas of responsibility.
- Preparing clear and concise reports, correspondence and other written materials.
- Using initiative and independent judgment within general policy guidelines.
- Establishing and maintaining effective work relationships with staff, coworkers, contractors and the public.
- Ensuring proper authorization and documentation for disbursements and other transactions.

SUPERVISION RECEIVED AND EXERCISED:

- **Under Direction** - Assignments and objectives are presented to incumbents at this level and established work processes are to be followed. Incumbents have some flexibility in the selection of work methods, the timing of work processes, and the methods of completing tasks. Supervision is periodic and is usually initiated by employee and/or when important problems, significant changes from past procedures, and policy implications are involved.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

- Valid driver's license

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

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

Mobility to work in a typical office setting, use standard office equipment and stamina to sit for extended periods of time; strength to lift and carry up to 20 pounds; vision to read printed materials; and hearing and speech to communicate in person or over the telephone; exposure to traffic conditions and external environment when traveling from one office to another.

CONDITIONS OF EMPLOYMENT:

1. *This classification is considered Unclassified under the provision of Section 2.330(4) of the Carson City Charter. Unclassified employees are “at-will” and as such, may be terminated at any time for any reason, or no reason.*
2. *Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*
3. *Any City employee may be required to stay at or return to work during emergencies to perform duties specific to this classification or to perform duties as requested in an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency.*
4. *Employees may be required to complete Incident Command System training as a condition of continuing employment.*
5. *New employees are required to submit to a fingerprint based background investigation which cost the new employee \$52.25 and a drug screen which cost the new employee \$36.50. Employment is contingent upon passing the background and the drug screen.*
6. *Carson City participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new hire’s Form I-9 to confirm work authorization. All candidates who are offered employment with Carson City must complete Section 1 of the Form I-9 and provide the required proof of their right to work in the United States and proof of their identity, as required by Federal law. New hires must be prepared to provide the required documentation as soon as possible after a job offer is made. For additional information regarding acceptable documents for this purpose, please contact Human Resources at (775) 887-2103 or visit the U.S. Citizenship and Immigration Services website at: www.ucis.gov.*

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____ DATE: _____

“Carson City is an Equal Opportunity Employer”