

Alabama State Council on the Arts seeks Deputy Director

Salary: \$56,988 - \$86,803

This is a full-time position with the Alabama State Council on the Arts, based in Montgomery, Alabama. The deputy director is primarily responsible for the supervision of agency personnel and programs, assessing and managing budgetary and fiscal needs, the administrative functions of the agency, and providing oversight for a statewide arts grant program and grants management system, as well as direction of the agency in the absence of the chief executive. Work also includes supervising special projects and programs. The deputy director serves as a federal Accessibility/ADA Coordinator and is a liaison between the agency and other state departments such as the Office of Information Technology, State Personnel Department, and the Executive Budget Office under the direction of the chief executive. The deputy director exercises considerable initiative and independent judgment in carrying out responsibilities under the general direction of the agency administrator.

Minimum Requirements (You must have all of the following to qualify)

- Bachelor's degree from an accredited* four-year college or university in arts administration, fine arts, art history, theater management, non-profit management, business administration, public administration, management, or a closely related field.
- Three years of arts-related experience or cultural resources management experience, AND
- Two years of administrative/management experience in an arts-related organization, non-profit sector, or governmental entity.

The Alabama State Council on the Arts is a state agency that serves all 67 Alabama counties. The Mission of the Alabama State Council on the Arts is to enhance the quality of life and economic vitality for all Alabamians by providing support for the state's diverse and rich artistic resources. The Council was established in 1967 and employs seventeen professional staff members. ASCA operates with an annual state appropriation of \$5M+ plus \$750K+ in federal funds provided by the NEA. Over 350 grants to 225+ organizations, schools and individual artists are awarded and administered annually. This position includes full State of Alabama retirement benefits and exceptional health & dental insurance and other benefits. State vehicles are provided for all official travel. The State of Alabama is an Equal Opportunity Employer.

Apply at the State of Alabama Personnel Department:

www.personnel.alabama.gov

For more information about the agency, visit

www.arts.alabama.gov

Application Deadline: March 20, 2019

State of Alabama
Personnel Department
64 North Union Street
P. O. Box 304100
Montgomery, AL 36130-4100
Phone: (334) 242-3389
Fax: (334) 242-1110
www.personnel.alabama.gov

Current Announcement

ARTS COUNCIL DEPUTY DIRECTOR - 30556

Salary: \$56,988.00 - \$86,803.20

Announcement Date: February 27, 2019

Application Deadline: March 20, 2019

JOB INFORMATION

The Arts Council Deputy Director is a permanent, full-time position with the Alabama State Council on the Arts. The position is in Montgomery. The employee in this class is responsible for the administrative functions of the agency and management of the statewide arts grant program.

MINIMUM REQUIREMENTS

You must have all of the following to qualify:

- Bachelor's degree from an accredited* four-year college or university in arts administration, fine arts, art history, theater management, non-profit management, business administration, public administration, management, or a closely related field;
- Three years of arts-related or cultural resources management experience; **AND**
- Two years of administrative/management experience in an arts-related organization, non-profit sector, or governmental entity.

NOTE

- A Master's degree from an accredited* four-year college or university in arts administration, fine arts, art history, theater management, non-profit management, business administration, public administration, management, or a closely related field may substitute for one year of arts-related or cultural resources management experience. A Master's degree cannot be used to substitute for the required administrative/management experience.

EXAMINATION

- **Open-Competitive** to all applicants
- An Evaluation of **Training and Experience** as shown on the application will comprise 100% of the final score for the open-competitive register.

HOW TO APPLY

- Complete an Application for Examination Form available at www.personnel.alabama.gov, the above address, or any Alabama Career Center Office.
- Apply by mail or by fax. Application must be received by 5:00 p.m. on the application deadline date shown above. The State Personnel Department is not responsible for late receipt of applications due to mail service or faxing malfunctions.

Individuals currently on the register MUST reapply to remain eligible for employment.

THE STATE OF ALABAMA IS AN EQUAL OPPORTUNITY EMPLOYER

*Please refer to the back of this announcement for complete information on State Personnel's policy for accepting post-secondary and advanced degrees.

Except for pretest information provided by State Personnel to all applicants, you should not directly or indirectly obtain information about examinations. If you do, the State Personnel Director may do several things. One, you may not be given an examination. Two, you may be disqualified after an examination. Three, your name may be removed from a register. Or four, your name may not be certified from the register. (Rules of the State Personnel Board, Chapter 670-x-9). According to the Code of Alabama, 36-26-47, a willful violation of exam security is a misdemeanor. Any person who is convicted of this type of misdemeanor will be ineligible for appointment to or employment in a position in State service for a period of five years and, if the person is an officer or employee of the State, will forfeit his or her office or position.

If you know of anyone who has violated this policy, you should contact the Examination Manager at the State Personnel Department.

Applicants hired by the State of Alabama on or after January 1, 2012 will be subject to the E-Verify process pursuant to Act No. 2011-535.

State of Alabama Personnel Department
Policy on Accepting College Coursework, Post-Secondary and Advanced Degrees

1. Specific college coursework required for a job, as well as Bachelor's, graduate, post graduate, and doctoral degrees will be accepted from the schools accredited by any of the six regional accreditation associations in the United States listed below:
 - Southern Association of Colleges and Schools (SACS)
 - Middle States Commission on Higher Education (MSCHE))
 - Northwest Commission on Colleges and Universities (NWCCU)
 - Higher Learning Commission (HLC)
 - New England Commission of Higher Education (NECHE)
 - Western Association of Schools and Colleges –Senior College and University Commission (WASC-SCUC)
2. Coursework or degrees from schools that have not been accredited by one of the above listed regional accreditation associations may be accepted if a *regionally accredited school** considers the coursework or degree to be an acceptable prerequisite for admission to an advanced degree program. For example, if a regionally accredited school accepts an applicant's bachelor's degree for admittance into a graduate degree program, State Personnel will accept the degree. In the case of required college coursework (but no degree requirement), State Personnel will accept the college coursework if a regionally accredited school accepts the coursework towards a post-secondary degree (e.g., a bachelor's degree). **This must be documented by a letter of acceptance from the regionally accredited school.** State Personnel will review such requests on a case-by-case basis.

Note: This policy is subject to change. Certain state agencies may have additional requirements.

*The term "regionally accredited school" refers to an institution of higher education accredited by one of the above listed accreditation associations.